

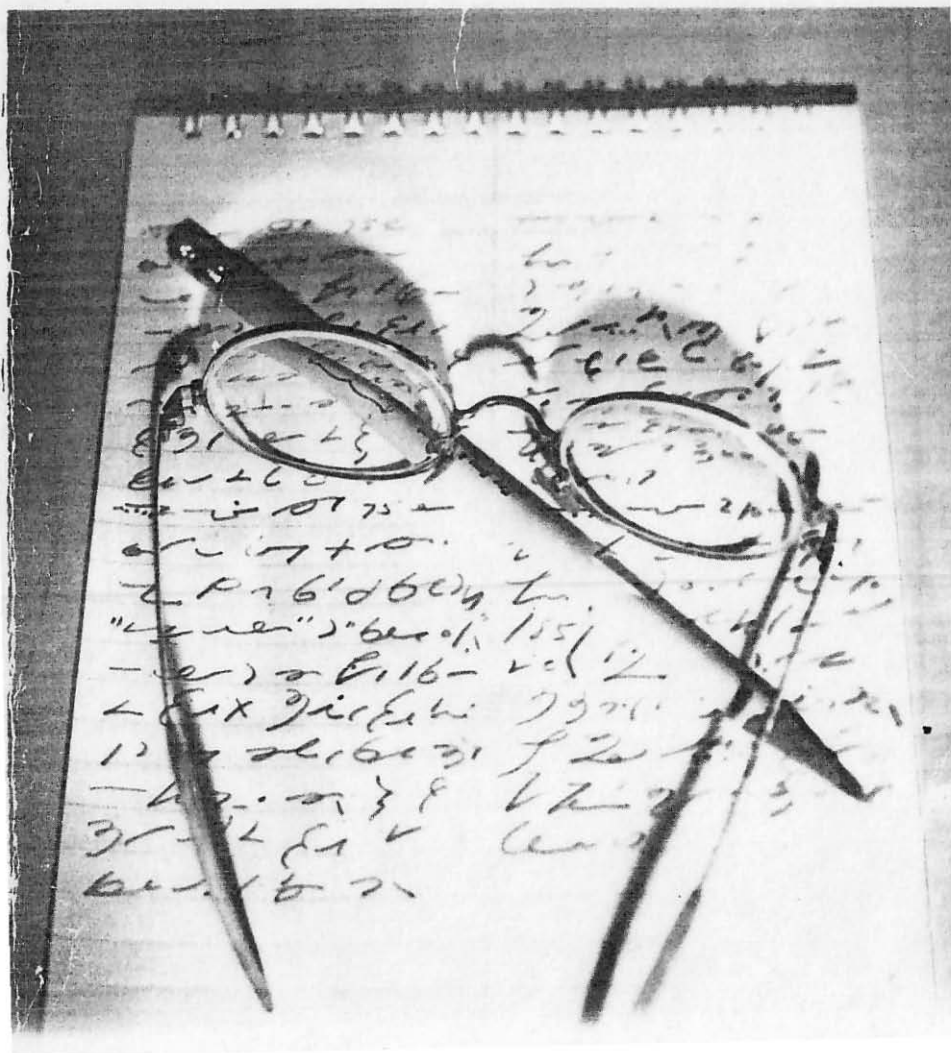
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# Shorthand Complete Course For Self-Instruction

John Comstock Evans



# SHORTHAND

**by John Comstock Evans**

*Author of Touch Typewriting*



**BARNES & NOBLE BOOKS**

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## A PRELIMINARY STATEMENT

THIS HANDBOOK is designed to (a) meet the definite demand on the part of the everyday man and woman for a practical, self-teaching guide to shorthand, and (b) provide a text for classroom use. In both capacities it has proved eminently successful through five previous editions.

Shorthand, like longhand, is a means of representing speech by symbols. The shorthand symbols are briefer. The unique feature which makes EVANS SHORTHAND so easy to learn and to remember is that this system is related to longhand. Less effort is required to write EVANS SHORTHAND rapidly.

Speech consists of units of language which flow almost imperceptibly into one another. The units consist of either single letters of the alphabet or combinations of letters that are uttered with *single voice impulses*. The combinations are known as BLENDS, for their separate sounds blend to become each a SINGLE VOICE IMPULSE; and hence, in this system, blends—all the blends in the English language—are represented by single pen strokes.

"Thoroughness" should be the student's watchword and guiding principle in learning shorthand.

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## FOREWORD

**Evans Speed Shorthand** is, in reality, **VOICE WRITING**, for its symbols are designed to represent the language **UNITS** of the **SPEAKING VOICE**, not solely the letters of the alphabet.

**Simplicity, brevity, clarity, and legibility** characterize this system of shorthand. It is a **WHOLLY NEW SYSTEM**—different in its basic conception, its structure, and its consociation with longhand. Although it is radically progressive, it has been proved to be just what it was intended to be—**SUPERIOR** in *ease of learning*, in *rapidity*, and, most of all, in *legibility*. And it has also been proved **SUPERIOR** by many years of office and reporting use. *It has been learned through home study by students in all sections of the United States.*

Its structural simplicity enables its writers to take difficult legal, medical, and scientific matter rapidly and accurately and to transcribe it correctly.

**Evans Speed Shorthand is the only system having a complete alphabet.** Distinctive characters are provided for *C, Q, W, X, Y, and Z*. Puzzling substitutes are thus eliminated.

**Theory has been reduced to a minimum.** Only a little more than one-third the usual theory is required. However, the system is complete, providing for useful short cuts and rational abbreviating processes. But nothing essential is omitted.

**This system is easy to write** because it is built around the circle. The circle is its symbol. Eighty per cent of the total fundamental characters are circles, curves, hooks, and loops—easily and readily formed.

**It is rapid to write** for the reasons stated above.

**It is easy to read** because *ninety per cent of its fundamental characters are definitely consociated with longhand*. A few are identical with longhand. *O* is a circle, *C* is like longhand, and *X* is a small cross. Vowels are identical with longhand or resemble the longhand closely. And, as vowels constitute approximately forty per cent of total characters, legibility is enhanced this much immediately by vowel forms.



**Words are spelled as in longhand**, silent letters (those not sounded) being omitted. Illustration: In other systems *quail* is spelled *K-W-A-L*. In this system it is spelled *QU-A-L*—just as it is in longhand (the *I* being omitted), and it is written with only two strokes as against four in other systems.

**There is no reversal of longhand order of letters in shorthand outlines.** Example: In other systems *wheel* is spelled *H-W-E-L*. In this system it is spelled *WII-E-L*, just as in longhand.

**All characters are single strokes**—the alphabet and blends. They are therefore shorter, easier, and quicker to write.

**Blends are fully and logically developed** for the first time in shorthand history. Every blend (consonant combination or coalescent) in the English language is represented by a single pen stroke. And there are more than twice as many blends as letters in the alphabet. Their importance is therefore apparent.

**Time is saved on transcript** since shorthand notes are read without hesitation.

**High speed is quickly attainable** because there is less theory to learn—about one-third that of traditional systems. The student's time is conserved for speed and transcription practice, and greater efficiency results.

This system is ideal for personal use, as there is little theory to learn; it is most rapid to write; and it is wholly legible.

JOHN COMSTOCK EVANS

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# ALPHABET OF EVANS

## SCIENTIFIC SPEED SHORTHAND

### Vowels

<b>I</b>	<b>E</b>	<b>O</b>	<b>OO</b>	<b>A</b>	<b>U</b>	<b>Y</b>
.	°	○	○	1	u	y

### Diphthongs

**OI-OY**

o

**OU-OW**

o

### Consonants

#### *Straight Lines*

<b>T</b>	<b>D</b>	<b>N</b>	<b>M</b>	<b>X</b>
//	/	—	—	x

#### *Left Curves and Right Curves*

<b>P</b>	<b>B</b>	<b>K</b>	<b>G</b>	<b>J</b>	<b>L</b>	<b>R</b>	<b>QU</b>
↙	↘	↗	↖	↗	↘	↗	↘

#### *Left Curves or Right Curves*

<b>S</b>	<b>Z</b>	<b>F</b>	<b>V</b>
(or)	(or)	(or)	(or)

#### *Two Short Shallow Horizontal Curves*

**H**

~

**W**

~

#### *Hooks*

*Left or Right*

**C**

( or )

*Open Bottom*

**Y**

y

# SHORTHAND



# LESSON ONE

## Unit 1

### CHART No. 1

#### Dot and Circle Vowels

I	E	O	OO
.	o	o	o

#### *What to Observe and Remember*

*I* is a dot—the dot of longhand (small letter) script *i i*.

*E* is a very small circle about the size of the initial or middle circle of longhand script capital *E* *E*.

*O* is a circle—the size of longhand (small letter) script *o o*.

Double-*O* (*OO*) is twice the size of *o* *O*.

#### *Directions for Practice*

Write the Dot and Circle vowels fifteen or twenty times in your notebook. Practice till you know them perfectly. Your practice work should look like this:

*i* . . . . .  
*e* o o o o o  
*o* o o o o o  
*oo* o o o o o



## CHART No. 2


### Four Curved Consonants


H      W      L      R  
~      ~      ~      ~

#### *What to Observe and Remember*

*H* is a short shallow downward curve.

*W* is a short shallow upward curve.










*L* is a short *upward right curve*. *L* is the first stroke of longhand script *L*  —to the crossing only.

*R* is an *upward right curve* (the first stroke of longhand script small letter *R* ). It is a half longer than *L*.

Practice these characters till you know them.

#### *Words for Practice*

1. Circles are written inside curves.

he   hoe   woe   we   low   row   high   lie   rye  
        

## CHART No. 3

### Four Straight Line Consonants

T	D	N	M
/	/	-	-

2. *T* and *D* are written downward—the same as the straight strokes in longhand script *T* *t* and *D* *d*. *D* is twice as long as *T*, the same length as the straight stroke in script small letter *D* *d*.

*N* and *M* are horizontal strokes. *M* is twice as long as *N*.

### How to Practice

Write each letter in your notebook fifteen or twenty times or until you know it perfectly. *Pronounce aloud or silently as you write.*

### Words for Practice

me knee no know mow moo night might meat neat

hit hid hide lid ride little riddle lee roll row

Observe: 1. When a circle is attached to a straight line it is written clockwise—in the direction in which the hands of a clock move.

2. Between two straight lines that form an angle, the circle is written outside the angle.

meet *t*

need *d*

## Unit 2

## Blends

## Definition and Examples

3. When two or more consonants occur together in a word and they are spoken with a single or prolonged voice impulse, a coalescent or "blending" sound results, and the blended sound—voice UNIT—is represented by a single pen stroke to secure brevity. Examples:

SH	CH	ST
		—

4. *SH* and *CH* are written downward. *CH* is twice as long as *SH*. They are vertical strokes. *ST* is a shallow downward curve twice the length of *H*. Practice the blends till you know them.

## Words for Practice

shy |

stone e

shine L

stem e

chin L

steam e

chime L

lost e

din L

roast e

dine L

rest e

dim L

stole e

dime L

steal e

sty e

meadow f

list i

lime f

wrist i

ream f

host e

wren f

east e

room e

## The R Blend

5. Fourteen consonants and blends are followed by *R* and coalesce with it. These blends are indicated by **SUPERSCRIPT**—that is, BY WRITING THE CONSONANT OR BLEND PRECEDING *R* SLIGHTLY HIGHER THAN ITS USUAL PLACE TO ADD *R*. The usual place is on the writing line or *the line*.

### Superscript Illustrated

tea	tree	teat	treat	Ted	tread	tot	trot	trod
dill	drill	deem	dream	Don	drone			

### Where to Place Dot I

6. Write the dot:

(a) *Over angles of upward tendency:*

light	right	ride	lid	little	riddle	night	middle

(b) *In the vertex of other angles:*

shine	chime	chin	dime	dim	tin	din	dine	rim

(c) *Immediately before consonants that follow:*

isle	aisle	ill	ire	idle	eider	itch	immodest

(d) *Immediately after a preceding consonant:*

tie	die	dye	lie	rye	high	sty	nigh	my	shy

NOTE: When the dot is blended with a consonant that follows it, the word is divided to express *I*. For convenience of description we say the "pen lift" is *I*.

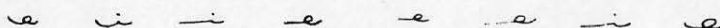
nine	mine	tight	tide	*tidy	dido	ditty	title

\*Y as a vowel has the sound of short *I*.

## Short L and Y

7. For convenience *L* is frequently represented by a very short shallow downward curve—half the length of *H* ~ . Short *L* is generally used after horizontal strokes and is frequently used after downward left curves as illustrated on page 23. Short *L* sometimes represents the blend *LT* at the end of a word as shown on page 40.

heel    hill    mile    knell    kneel    meal    mill    hole



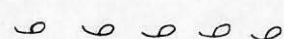
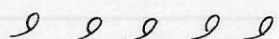

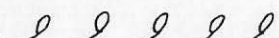
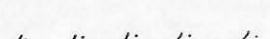



The use of *Y* as a consonant will be illustrated in a later lesson.

## How to Practice

8. Write each word in the left-hand margin of your notebook in longhand. Write the shorthand five times at the right of the longhand. SPELL EACH WORD EACH TIME YOU WRITE IT, and pronounce aloud or silently.

Your notebook should look like this:

he      
 we      
 hoe      
 low      
 high      
 row      
 lie      
 rye    

























## Unit 3

## Vowel Sounds

9. Since shorthand is the representation of the speaking voice, or the recording of spoken language by means of adopted symbols to represent VOICE UNITS, *it is most important that the student pronounce words correctly*, that he enunciate distinctly, and that he learn exactly the sounds of vowels, consonants, and blends.

The student should pronounce each word and each *vowel sound* aloud several times.

Dot and Circle vowels have two sounds each—short and long as illustrated below:

Short I as in	hit 	lit 	nit 
Long I as in	night 	might 	light 
Short E as in	net 	met 	hem 
Long E as in	me 	meet 	meal 
Short O as in	on 	hot 	tot 
Long O as in	own 	home 	note 
Short OO as in	hood 	wool 	stood 
Long OO as in	moon 	room 	stool 
























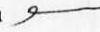








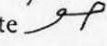

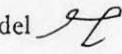



After practicing the above sounds the student should write each word five times in his notebook, spelling the word as he writes and finally pronouncing the word aloud after writing it.

The sounds of *A*, *U*, and *Y* are illustrated on page 15, but they should not be studied until that page is reached.

## Unit 4

*Words for Practice*

Write each word five times

hot		odd	
hod		ode	
heat		ore	
head		no	
mean		know	
moan		mow	
known		dough	
noon		row	
moon		team	
meet		ream	
metal		hem	
meter		lemon	
*need		toll	
needle		dole	
moat		hole	
mode		tile	
remote		dial	
remodel		loam	
†moment		room	

\*A circle is written outside an angle.

†The suffix *ment* is represented by *M*.

## Unit 5

## Speed Graphs

## Origin and Importance

10. The letters of the shorthand alphabet have word values. For example: *T* represents "it" and "to"; *N* represents "in" and "not"; *M* represents "am" and "more" etc.

Speed Graphs are usually a part of the word they represent; hence, they are easily learned and remembered.

Speed Graphs are used for brevity and speed. Their name indicates the latter purpose. *They must be committed and remembered.* The student failing to do this will pay dearly for his neglect later.

Practice each Speed Graph in your notebook twenty times or until you know it perfectly.

it, to /

shall, ship |

had ~

short .....<sup>1</sup>

her, hear, here ~.....

change |

do / do not /

charge .....<sup>1</sup>

in, not —

church :|.....

am, more —

\*I .....<sup>.</sup>

the / in the /

who O

this /

a, an.....

is, his ( or /

if .....<sup>.</sup>

well, will /

street, saint ~

are, air /

you, your-s /

were ~.....


year .....<sup>?</sup>

\*"I" is written *above* the line, "a" and "an" are *on* the line, "if" is *below* the line.




**Speed Groups**

**11.** Speed Groups are formed by joining words, usually Speed Graphs or Speed Graphs and other words. Their purpose is to save time and increase speed.

I am    I will    I do    I had    he had    he will    she will  


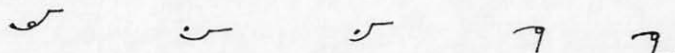
1.

2.

it will    you will    you are    we will    we are—are not  


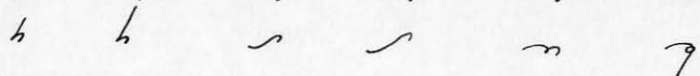
1.

2.

he will not    I had not    I will not    we shall—shall not  



1.

2.

to you    do you    will you    are you    with you    we do  


1.

2.

who will    who are    who will not    who are not    we \*were  


1.

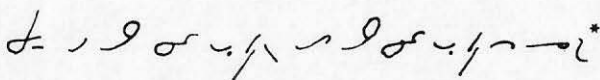
2.

---

\*At the end of a group *W* may represent "were."

## Unit 6

*Sentences to Be Read and Practiced*

(a) 

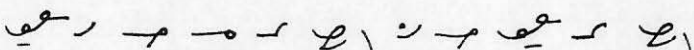
1.

2.

(b) 

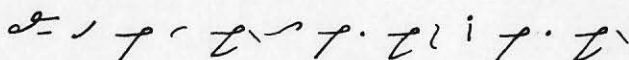
1.

2.

(c) 


1.

2.

(d) 

1.


2.

*\*Punctuation:*Period 

Quotation marks " "

Parentheses ( )

Question mark ?

Dash 

Paragraph ending X

Proper noun (tick beneath word)

***Sentences to Be Written***

(a) I trod on a nettle.

1.

2.

(b) He will trim the willow tree.

1.

2.

(c) Don will not meddle with the hot metal.

1.

2.

(d) The drone will not know Rome or room.

1.

2.

(e) Will you write change, charge, church, shell, ship, short,  
he, she, her, hear, it?

1.

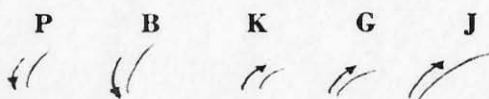
2.

## LESSON TWO

### Unit 1

#### CHART No. 4

##### Left Curve Consonants



12. The left curves *P* and *B* are written *downward*. *P* is half as long as *B*. They are slightly slanted.

*K*, *G*, and *J* are written *upward* at a considerable slant.

*K* is the left curve upward stroke in script *ke* /

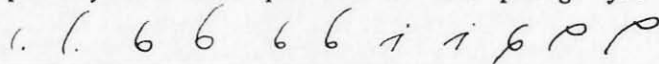
*G* is the finishing stroke of script capital *G* /

*J* is the finishing stroke of script *J* /

Practice these consonants in your note book till you know them perfectly. Pronounce as you write.

##### Words For Practice

pie buy Poe beau pea bee kit kite pot go Joe



##### CONSONANT C C or ɔ

13. The left hook *C* is like script *C* except the finishing stroke is shortened. *C* is also written as a right hook to form better joinings in certain cases.

##### Words For Practice

cot coat comb cod cede cite ceiling cob city



## CHART No. 5

### Angle and Hook Vowels

ANGLE A      HOOK A      HOOK U      HOOK Y

1

2

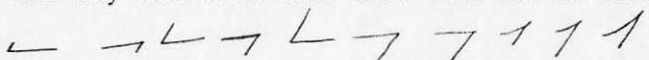
3

4

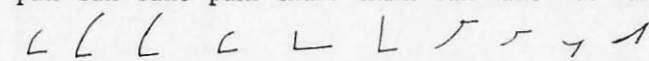
14. Any angle may represent *A*. Angle *A* is derived from the top part of longhand print capital *A* — the angle only. *U* is a hook open at the top just like the hook part of script *u*.

#### Angle *A* Illustrated

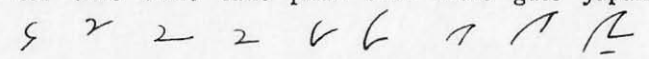
aim may tame mate dame made maid late lad raid



pan ban bane pain sham chain ran lane hat rat



cat cake came cane pack back Kate gate Japan

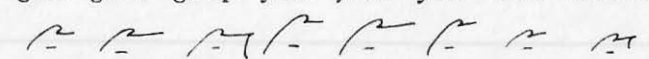


Write each word five times. Spell and pronounce as you write.

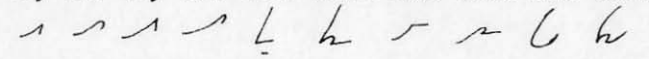
#### Two Functions of Hook *A*

15. Hook *A* is used to form more facile joinings in a few instances; and to distinguish the broad sound of *A* when necessary to do so.

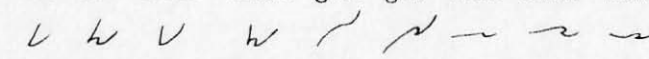
gain game gamp Jane jamb Jan. khan Kansas



lay law ray raw Dan dawn lane lawn bale bawl



tale tall shale shawl gale gall mail maul hall



NOTE. Not every angle is *A*; but when *A* is necessary to the sense of the word, the angle represents *A*.

## Unit 2

## Sounds of the Vowels

A U Y

16. *A* has four sounds:Long *A* as in ate / Kate / hate / late /Short *A* as in at / hat / rat / cat /Broad *A* as in law / raw / tall / bawl /Italian *A* as in palm / calm / \*arm / †ask /*U* has two sounds:Long *U* as in mule / mute / tune / pew /Short *U* as in hut / nut / rut / cut /*Y* (in shorthand) has only one sound—that of:Short *I* as in lady / tidy / shady /NOTE. In consociating Evans Scientific Speed Shorthand to longhand, *Y* is used as both a consonant and a vowel.*Y* as a consonant illustrated: yoke / yet / yell /Although hook *A* and *Y* have the same form, no confusion results therefrom in actual practice.

A few words with different meanings have the same shorthand outline but the sense of the context will indicate what word should be used. Examples: hat / hate / at / ate /

\**AR* is a deep narrow hook. See Art. 27.

†Speed Graph.

## Unit 3

## Diphthongs

OI-OY

OU-OW

o

o

17. OI-OY is a small loop; OU-OW is a large loop. Practice the loops. Pronounce aloud or silently.

## Diphthongs Illustrated

bow how now cow allow row boy joy coy \*foil

## The Blends CR, KR, GR, PR, BR Illustrated

crow crate cradle krone krona grate grade grape

prate braid prim brim prowl broad pretty brought

## Words for Practice

pack back bag badge page make knack wage wedge

pick brick creek crock wig big brig brain prow

pad paid bad wake walk take talk wait wail caw

rail last least lost lust rest roast host came

bell bowl towel dowel \*grieve grove crape grip

lock rock lodge leg ledge kill †lake lack wreck

leak †rag rug rage gage rail lair hair hail hill

\*F and V, page 23.

†Between curves in opposite directions A is understood when necessary to the sense of the word.

# Unit 4

## Speed Graphs

of ..... or .....

over .....

us , use

as, has 1

usual-ly

all

cause

because

if

answer

into ) and )

put (

please

be, by

but, been (

hand, and )

special

capital-ol {

can, come { or }

car, care { or }

call { or }

credit-or { }

jury

yes (es) 9

good

great

glad

girl

give-n

just

judge

gentlemen

him

yesterday 2

any - my → →

many →

money →

market

mistake-n

was

today

data

collect

correct



**Speed Groups**

to the    to come    to go    to give    to you    do you    of the

1.

2.

in the    on the    and you    and you are    may be    he is

1.

2.

if you will - not    if you are - not    I will be - put

1.

2.

has been    will be    will not be    if you will be    as is

1.

2.

he will    he will not be    we shall    we shall not be

1.

2.

with you    can you    into the    and the    it is    it is not

1.

2.

## Unit 5

*Sentences to Be Read and Practiced*

(a)

1.

2.

(b)

1.

2.

(c)

1.

2.

(d)

1.

2.

(e)

1.

2.

(f)

1.

2.

(g)

1.

2.

\*Clean. See page 24 till. ....

***Sentences to Be Written***

(a) John ate the ham and bun. Joe ate a big bun.

1.

2.

(b) The note will be due June 1. Will you pay it?

1.

2.

(c) Will you drill with us now? I shall drill with you.

1.

2.

(d) The gentlemen are in the hut in the dale.

1.

2.

(e) Will you go to the game with me if I pay your way?

1.

2.

(f) I shall be pleased to go to the game with you.

1.

2.

(g) Dan will not take the ticket at the gate, will he?

1.

2.

(h) Dale will greet us here today, and I shall greet him.

1.

2.

(i) I will meet the maid at the train today if she gets here.

1.






2.

(j) Don is making a dam in the stream by the mill.

















1.

2.

### The Blend TH


















18. *TH* is a short shallow *right* or *left* curve written *upward*.   Speed Graphs: the  this  there 

### Illustrative Words

heath	hath	path	bath	both	breath	lath	wrath
							
thee	thin	these	theme	throw	thrive	threw	three
							

### The Consonant X








19. The consonant *X* is a cross like longhand. A short straight line through another consonant or vowel indicates *X*.

exist	exit	fix	mix	six	expect	expose	box	*vex
								
fox	examine	examination	Dixie	lax	wax	sax	ox	
								








### Past Tense, ING, INGS, INGLY

20. The past tense is usually expressed by a tick, but if the *TD* or *DD* is clearly enunciated, the blend stroke is used.

*Ing* is a dot; *ings* is a detached *s*; *ingly* is the *LY* stroke detached.

blushed	cashed	rated	going	knowingly	noted	earnings
						

*SH* represents any syllable pronounced *shun*.

notion	motion	lotion	vision	portion	mention	rotation
						

\*See page 23 for *F* and *V*.

# LESSON THREE

## Unit 1

### CHART No. 6

#### Right or Left Curves

##### Written Downward

S                  Z                  F                  V

(or )                  (or )                  \ or /                  \ or /

21. *S, Z, F, and V* are written downward as either right or left curves. The object of writing them either way is to form facile joinings. *An acute angle should be formed when possible.* Observe length and slant as above.

#### The Acute Angle Illustrated

sat fat vat fad sail fail vale fan vain fast vast

↗ ↘ ↗ ↘ ↗ ↘ ↗ ↘ ↗ ↘ ↗ ↘

#### When to Use Short L

22. On page 6 we learned that short *L* is used after horizontal strokes. mail — mile — meal —

heel — still — hole — Nile — steel —

Short *L* is generally used after a downward left curve usually in unaccented syllables.

maple ripple people nipple gable label stable fable

↙ ↘ ↙ ↘ ↙ ↘ ↙ ↘ ↙ ↘ ↙ ↘

NOTE: Regular *L* is used in the following words.

impel compel rebel expel complement compliment

↙ ↘ ↙ ↘ ↙ ↘ ↙ ↘

implement

On page 40, line 6, we find short *L* is used to represent *LT* at the end of a word. pelt — belt — silt —

colt — salt — fault — vault — volt —

## Unit 2

## The L Blend When L Follows a Consonant

23. Fifteen consonants and blends are followed by *L* and coalesce with it. Hence, *L* blends are quite useful.

24. Writing a consonant or blend *subscript* (lower than its regular place) adds *L* to a curve and *EL* to a straight line. However there are two exceptions to this rule: Writing *R* and *V* subscript adds *EL*.

*Initial consonants are written through the base line.*

blow blue blot plot plate blight blame black plum

tell deal dell shell delight real relay relish reel

25. Medial consonants are frequently written subscript to add *L*. And, by dividing the word often *I* is expressed also.

whistle thistle missile gristle sizzle fizzle frizzle

complain complete implicit explicit inflame reflect

26. Circles and hook are written inside of curves.

see so fee foe few pew beau go zeal zero we he

## Practice Words

race rice ice chance dance nice mice council-sel

post boast \*lack lake lag rag rug rack rig lick

crack cross crease crag click clove cleave clue cry

\*A is understood between reverse curves.

## Unit 3

## R Blend when R Follows a Vowel

27. *Enlarged hook A expresses AR*  $\nearrow$   $\cup$   $\subset$   $\supset$  This hook may also express ER at the end of a word when E and R blend. And, sometimes the same hook may express R only.

par bar jar garment arm mar art arch parch far Negress

meager eager paper baker sober Negro degree digress

28. *Cutting a circle or loop adds R.*

pour bore wore store gore core bower lore power

peer beer steer fear near mere rear shear cheer

29. *Writing final or medial I superscript adds R.*

tie tire die dire wire hire mire chirp fire stir

pyre buyer shy shire birch birth firth (TH Art. 18)

30. *Turning U on its side adds R.*

cure incur injure pure purr burr fur burn churn

**Practice Words**

rubber robber taper reaper leper fiber tuber arbor

train drain brain press stress breeze shriek prose

crack cross crane crag click clove clever stream

















## Place Comparisons

## Superscript R Blends—Subscript L Blends

Compared with each other and with words having same outline but written in regular place.








fate 	fight 	fee 
freight 	fright 	free 
flat 	flight 	flee 
bake 	go 	boat 
break 	grow 	brought 
black 	glow 	bloat 
foe 	fame 	best 
fro 	frame 	breast 
flow 	flame 	blest 
fees 	feet 	pun 
freeze 	fret 	prune 
fleas 	fleet 	plum 
book 	folk 	fail 
brook 	frock 	frail 
block 	flock 	flail 
gas 	bush 	cash 
grass 	brush 	crash 
glass 	blush 	clash 








**The SL Blend Illustrated**








slate  sleet  slight  sled  sleep  slip  slide   
 slow  slope  slain  slam  slim  slice  slosh 







**LY and RY Blends**









**31.** *LY, LI, LEY, ALY, and ILY* are expressed by *W* at the end of a word. *RY* and *RI* are expressed by a curve twice the length of *W* at the end of a word.










daily  tally  jolly  folly  follies  family  families 









dairy  dairies  tarry  tarries  worry  worries  weary 










Mary  marry  marries  valley  volley  volleys  valleys 

factory  factories  battery  batteries  watery  flattery 

Tory  Tories  story  diary  diaries  flurry  furry  airy 

blue  blew  brew  crew  clot  clothing  calm  cram  claim 

silly  hilly  daily  dallies  holy  doily  sally  alley 

post  boast  lack  pest  best  beast  crest  ghost  jest 

## Unit 4

## Speed Graphs






this /  
 that /  
 there .....  
 for ( or /  
 have \ or /  
 from ..... or .....  
 son, sun 2  
 soon 2  
 very ( or /  
 ever-y ( or /  
 cover (e  
 regard es  
 regret e  
 regular e  
 they e  
 year .....  
 order o  
 opinion e  
 position p  
 about o  
 gave /

practice-d /  
 practical .....  
 careful (e  
 summer ~  
 enough 7  
 sufficient (e  
 give-n (e  
 money —  
 month —  
 bill (—  
 become (e  
 immediate-ly : /  
 \*learn e  
 let-ter /  
 name —  
 newspaper 7  
 object-ion 7  
 our-hour o  
 business /  
 behind (e  
 character e

\*See page 55.






**Speed Groups**

may be    may have    may have been    is not    he is not-going

1.     

2.

she is not    it is not    this is    this is not    that is not

1.     

1.

2.

I am not    is this    is that    is there    there is not-to be

1.     

1.

2.





for you    from you    have you    have you been    for the-good of

1.     

1.

2.

from the    we have    they have    I have your letter-we

1.    

1.

2.

## Unit 5

*Sentences to Be Read and Practiced*

DIRECTIONS: Read each sentence. Then, write it in your notebook three times. Read your notes aloud or silently. Then fill the blank spaces below.

1.

(a)

(b)

2.

(a)

(b)

3.

(a)

(b)

4.

(a)

(b)

5.

(a)

(b)

***Sentences to Be Written and Practiced***

(a) Have you seen my oxen? I saw your ox eating grass.

1.

2.

(b) Do not go to sleep on the fence; you might fall off.

1.

2.

(c) The high tax this year will vex our people.

1.

2.

(d) Do not seek a rear seat. I do not like a rear seat.

1.

2.

(e) I \*swam a river of great size. Did you swim a river?

1.

2.

---

\*SW \\_. See page 41.

(f) The fish has a fin and the bear has a pelt.

1.

2.

(g) \*Ocean Grove has a camp meeting every summer.

1.

2.

(h) Will you go to the camp meeting in Ocean Grove this summer?

1.

2.

(i) I shall go if I have money enough to pay my way.

1.

2.

(j) How much money will it take to go for a month?

1.

2.

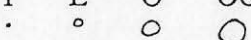
---


\*Ocean q .


# BRIEF SUMMARY REVIEW

## of

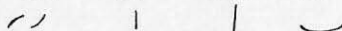
### LESSONS ONE, TWO, THREE

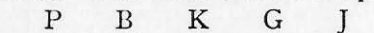
Dot and Circle Vowels: I      E      O      OO  


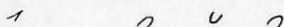
Four Consonant Curves: H      W      L      R  



Four Straight Consonants: T      D      N      M  


*(Remember T and D are written downward.)*

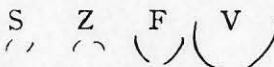
Four Blends: TH      SH      CH      ST  


Five Left Curves—Two *down* and three *up*  
P      B      K      G      J  



Angle and Hook Vowels: Angle A      Hook A      U      Y  



Diphthongs: OI-OY      OU-OW  



Left or Right Hook C      Cross X x

Right or Left Downward Curves: S      Z      F      V  


Review Speed Graphs and Groups in these lessons.

Use Short L: (1) After horizontal strokes. still 

(2) After downward left curves. apple 

(3) To represent *LT* as the end of a word.  
fault 

Practice again all the above fundamental characters.

Read again the shorthand sentences in Lessons One, Two, Three.

Write again the longhand sentences in shorthand.

Write in shorthand ten easy sentences of your own composition and read them aloud.



## PRACTICE ON PLACE BLENDS

## Superscript R—Subscript L

BL blue blur bloat

BR brag brick brain

CL class close clay

CR cross crease crop

DR drag draw drive

TR trace track \*tramp

FL flail flax flue

FR frail freak fritter

GL glace glare glee

GR grain grate grease

PL plan plea place

PR prim prince prize

SL slate slip sleep

sledge slave slaw sling

TEL tell telephone teller

REL relation reel

VEL velvet vellum

Review pages 25 and 27.

Joe and John will go to the city to get a job in an airplane factory.

NOTE: A is generally understood between reverse curves.

pale pear pair bale bear rag lake rage

\*MP is M slanted downward. SK is a right curve a half longer than R.

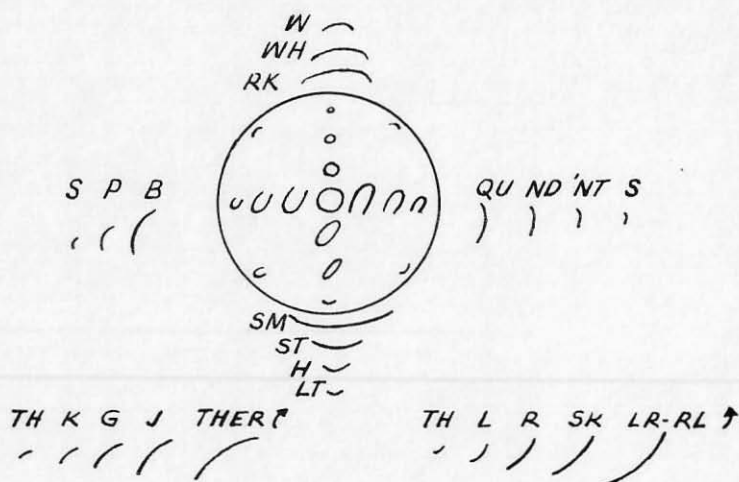
# EVANS SCIENTIFIC SPEED SHORTHAND

## IS

### BUILT AROUND THE CIRCLE

Lessons Four and Five are devoted to the study of Blends. But, before beginning their study it is well to observe that 80 per cent of the alphabetic characters are "built around the circle" so that they are easily formed and are, therefore, rapid to write. And, in addition they are most legible.

Of total strokes 80 per cent are circles, curves, hooks, and loops.



See pp. 100-101.

### Importance of Blends

**32.** Blends shorten outlines, increase speed, and make reading easier. Hence, they should be carefully studied.

Blends consist of consonant combinations and vowel-consonant combinations spoken with a single or prolonged voice impulse. And, for convenience a few syllables are classed as blends although they are not pure blends.

ALL BLENDS ARE SINGLE PEN STROKES IN THE EVANS SPEED SYSTEM instead of two or more strokes as they are in other systems. See pages 39, 40, 41, 49, 100, and 101.

There are two general classes of blends: *Form* and *Place*. And, each general class consists of two kinds.

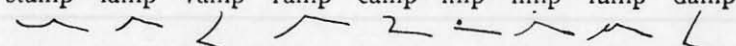
Form blends are: (a) *Original* — those not derived from other characters, and (b) *Relative* — those derived from or related to basic shorthand characters. About three-fourths of total Form blends are Relative.

Place blends are of two kinds: *Superscript*, those written slightly higher than the usual place to add *R*, and *Subscript*, those written slightly lower than the usual place to add *L* or *EL*. Place blends do not differ in form from the basic characters. For example, *B*, *BR*, and *BL* are identical in form. *BR* is simply *B* (the basic character) written higher than the usual place which is on the writing line. *BL* is identical in form with *B*. But to add *L*, *B* is written slightly lower than the regular place.

### The Relative Form Blend MP Illustrated

**33.** *M* is a horizontal stroke like this — . *MP* is *M* slightly tilted like this — .

stamp lamp va<sup>h</sup>mp ramp camp imp limp lump damp





NOTE: *PR* is the most frequently used blend in our language; *TH* is second, and *ST* is third.

Lessons Four and Five are devoted to the study of *form blends*.

## How Original Blends Are Formed





34. As already stated blends shorten outlines and hence increase speed, and make reading easier. These facts will now be illustrated.





Take the word *straight*. In this system it is written with only two pen strokes as compared with five in another well-known system. The shorthand outlines compared: Evans ; the other . It is evident that two strokes can be read more quickly than five. Also, it is plain that two strokes can be written more quickly and easily than five.

As a blend occurs in every third word on the average, their value is evident.

We have already studied *Place Blends* (superscript to add *R* and subscript to add *L* or *EL*) in Lessons One, Two, and Three. Lessons Four and Five treat of Form Blends. Original Form Blends are single pen strokes arbitrarily devised for the purpose stated above.

Refer to Lesson Four, Unit 1.

*TH* is a short right or left curve written upward. Half the length of *K* or *L*. *TH*  *K*  *TH*  *L* .

*WH* is twice as long as *W*. *W*  *WH* . *RK* is three times as long as *W*. *W*  *RK* .

*NK*, *NG*, and *NCH* are downward right curves as shown.



As *Q* is always followed by *U* the blend represents *QU* and not *Q* alone. It is a downward right curve the length of *B*.


*RT* is exactly like *H* but *H* is never sounded at the last of a word and *RT* occurs only at the terminal end of words.

Refer to Lesson Four, Unit 3.

*ST* is twice as long as *H*. *SM* is three times as long as *H*.







*SH*, *SN*, and *SW* are written as shown.

*SK* is three times as long as *L*. *L*  *SK* .

*SP* is a large loop open at the bottom. 

## How Relative Blends Are Formed

**35.** Relative blends are derived from and definitely related to the letters of the shorthand alphabet. They are expressed by :











- (1) *Superscript*, which has been previously explained. (See pages 5, 26, and 34.)
- (2) *Subscript*, which has also been explained previously. (See pages 24, 26 and 34.)
- (3) *Joinings*. (Turn to Lesson Four, Unit 2.) *MEN-NEM-MEM* are *M* and *N* joined. *TED-DET-DED* are *T* and *D* joined.
- (4) *Modified joinings*. *LR-RL* are *L* and *R* joined, but the angle between is disregarded so as to form a single continuous stroke.
- (5) *Shortening*. *LT* is half the length of *H*.
- (6) *Lengthening*. *THER* is the left curve for *TH* greatly lengthened.
- (7) *Straightening*. *LD* and *RD* are *L* and *R* straightened.
- (8) "Cutting corners" to form curves or semi-loops. (Turn to Lesson Five, Unit 1.) *NT*  "cutting the corner"  
*ND*  *TM*  etc. *JENT* is *J*  and *NT*   
 joined .

# LESSON FOUR

## Unit 1

### CHART No. 7

#### Original Speed Blends

TH	WH	NK	NG	NCH	QU	RT
						
		CH	CT	RK		
						

#### *Illustrative Words for Study and Practice*

36. whack whine whim whale while wheel what

sank sang song sink sing cinch wink wing winch

queen queer quote quail quack quick quoth quite

port pert bort sort fort heart start cart court

edict depict evict \*convict deject attract addict elect

work fork cork mark park bark jerk quirk stork ark

quire †require esquire quibble †requent equipment quiz

\*K for "con," "com," "coun."  
†R often represents the prefix "re."

NOTE: The blends CH and TH were studied on pages 4 and 22.

## CHART No. 8

## Relative Form Blends

MEN-MEM-NEM TED-DET-ED LR-RL LD

LT RD THER \*MP

37. *L* is straightened and shortened to form *LD*.  
*RD* is straightened *R*. *LT* is short *L*.

men mention mental remain-remember member manage

did-date-debt-dead today-data details determine

quarrel barrel curl rural earl Carl Charles marl

collar tailor sailor parlor seller cellar boiler

hold held bold gold weld field mould sold cold

pelt belt bolt colt melt quilt felt silt fault

bard cord beard hoard board heard word lard ward

guard garden guardian roared stored steered jeered

other another mother either neither weather whether

\*MP is illustrated at bottom page 36.

# CHART No. 9

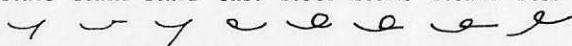
## Special S Blends

(Original)

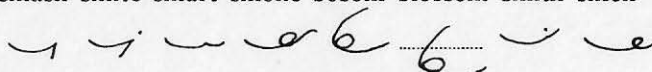
ST SM SH SN SW SK SP



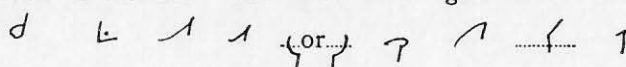
38. state stain staid east stool stone steam rest



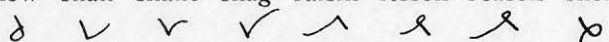
smash smite smart smoke bosom blossom smith smell



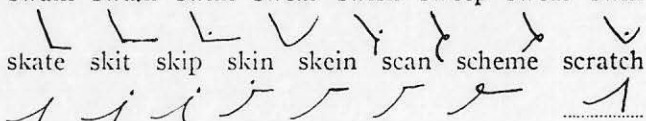
show shine rash lash flash wash gash trash ash



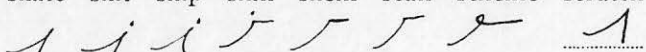
snow snail snake snag raisin lesson reason snob



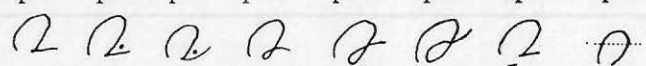
swain swam swim swear swish sweep sweat swill



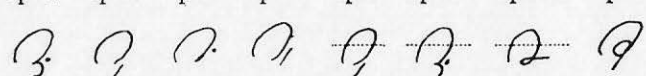
skate skit skip skin skein scan scheme scratch



span spin spill speak spoke spool Spain spell



spice spite spire spirit split splice spleen spot



spring sprinkle sprain sprig spry sprawl sprout





## Unit 4

## Speed Graphs

ask ✓  
 skill  
 school ✓  
 think ✓  
 thank  
 thing )  
 which —  
 when —  
 where —  
 what —  
 system —  
 succeed —  
 success —  
 suggest ✓  
 suggestion ✓  
 same —  
 some —  
 keep —  
 response  
 -ible —  
 -ibility —  
 men —  
 many —  
 money —  
 manner —  
 quantity }  
 quality }

respect-ful-ly —  
 duty —  
 question )  
 quarter —  
 request —  
 would —  
 could — or —  
 immediate  
 immediately —  
 until —  
 remain —  
 remember —  
 excellent  
 excel —  
 exercise —  
 New Jersey —  
 Thursday —  
 obtain —  
 always —  
 catalog —  
 look —  
 character —  
 Ohio —  
 o'clock —  
 opportunity —  
 Christmas —  
 Easter —

## Speed Groups

they \*were    we were    these were    those were    which were

1.

2.

3.

these will    those will    those are    we will    they will

1.

2.

3.

of you-r    of all    all of    of us    of these    of those

1.

2.

3.

of which    to which    which is    which was    what will-be

1.

2.

3.

when are    where will    where are    they will be    he will

1.

\*W represents "were" in a Speed Group—at the end.

## Unit 5

*Sentences to Be Read and Practiced*

(a)

1.

2.

(b)

1.

2.

(c)

1.

2.

(d)

1.

2.

(e)

1.

2.

(f) .....

1.

2.

(g)

1.

2.

(h)

1.

2.

(i)

1.

2.

(j)

1.

2.

\*to do

†about skate

**Unit 6*****Sentences to Be Written***

(a) I think the state is about the size of New Jersey.

1.

2.

(b) Why did you not hand me the whip when I asked for it?

1.

2.

(c) The quality of this seed is excellent but there is only a small quantity.

1.

2.

(d) By a streak of good luck we obtained this excellent stock.

1.

2.

(e) Did you see my little steel stove? It is in the sink.

1.

2.

(f) Give me the brush and I will stain the thin lath.

1.

2.

(g) The boat did not sink for the seas were quelled.

1.

2.

(h) Will you have a twinge of pain if I sing?

1.

2.

(i) He hung his cap on a peg over the open fireplace.

1.

2.

(j) The boy will drive the cows home about dusk, will he not?

1.

2.

## Letters for Reading and Practice

1.

2.

1. 20 9 1 6 1 1  
 2 9 1 1 1 1 1 1 1 1  
 1 1 1 1 1 1 1 1 1 1  
 1 1 1 1 1 1 1 1 1 1  
 1 1 1 1 1 1 1 1 1 1  
 1 1 1 1 1 1 1 1 1 1

1. 20 9 1 6 1 1  
 2 9 1 1 1 1 1 1 1 1  
 1 1 1 1 1 1 1 1 1 1  
 1 1 1 1 1 1 1 1 1 1  
 1 1 1 1 1 1 1 1 1 1  
 1 1 1 1 1 1 1 1 1 1

1.

Dear Sir:

Your letter of September 9 asks for glass vases. I can not get glass vases here like the one shown in your catalog.

I have taken the liberty of making some changes in your order, which I am shipping today and which I hope will prove satisfactory.

If you do not sell all these vases within sixty days, please ship them back at our expense.

Very truly yours,

2.

Dear Sir:

My classes have increased this month so that I must have more desks to accommodate my pupils. I can not seat them all in this crowded room.

Please see that I get these desks immediately.

I thank you for the favor.

Very truly yours,

\*Hook A for "ac"; K for "com"; dt for "date."

# LESSON FIVE

## Unit 1

### CHART No. 10

#### Relative Blends








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)	)	C	C	C	C	7	7
DF-DV-TF				JENT			
C				7			







#### Words for Practice

39. went	wend	tent	sent	send	cent	land	fond	fiend
saint	sand	ten	tenth	tense	dense	tennis	tinsel	
deny	defy	defense	definite	deface	diffuse	edifice		
mint	mind	pint	bind	grind	grant	grand	find	lined
patent	talent	latent	blind	client	wind	kind	India	
temper	temperate	tempo	tempter	temptation	temblor			
temple	madam	freedom	kingdom	wisdom	demise			
standard	lint	lintel	rind	fender	dandy	dander		
laundry	sentry	century	gander	founder	slander			
fender	vaunt	fountain	foundry	demeanor	develop			
entire	entirely	endless	until	defer	demur	demean		
gentle	gentile	pageant	cogent	gentlemen	gentleman			
































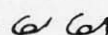


## Unit 2

40. Intersected left curve *V* represents "live"   
 native  motive  suggestive  positive  restive  dative 

Intersected right curve *V* represents "sive" ("cive")  
 passive  massive  elusive  exclusive  conducive  conclusive 

## Unit 3

## Speed Graphs

time certain certificate differ-ent   
difference between   
become difficult-y society deliver-y attention tomorrow ten intent intend individual avenue and, hand assist-ant   
assistance business system cause   
because capital-ol clear-ly character typewriter correct   
correction collect-ion credit-or confident-ence-ant typist 

## Speed Groups

at any    at any time    some time    some time ago    to me

6    E    u    up    C

to meet    to miss    to know    to note    of the    of all    I go

4    Li    6    4    8    e    .p

all of    morning    first    firm    affirm    confirm    I can not

6    —    +    +    7    7    2

he can not    I am going    I may    I must    I must have-the

2    up    —    —    —    —

she will be    she will have    to the    at the    very well

4    4    t    t    6

will be    will have    would like    I would like to have

1    1    or    or

to keep    to pay    up-to-date    with me    with him-you

4    4    4    —    —    —

at this    at that    at this time-that time    does not

2    2    4    4    4

for them-us    I believe    is due    to receive    to send

4    6    4    4    4

each morning    every morning    this morning    yesterday-m

2    2    —    —

Your letter of the 10th inst. is received. \*In reply

2/10-12

I.....

\*Write N above the line to add R.

## Unit 4

*Sentences to Be Read and Practiced*

1. 2 4 6 8 0 2 4 6 8
2. 2 4 6 8 0 2 4 6 8
3. 1 3 5 7 9 1 3 5 7 9
4. 1 3 5 7 9 1 3 5 7 9
5. 2 4 6 8 0 2 4 6 8
6. 1 3 5 7 9 1 3 5 7 9
7. 1 3 5 7 9 1 3 5 7 9
8. 1 3 5 7 9 1 3 5 7 9

*Sentences to Be Written*

1. The timid boy could not estimate the cost of the patent.
2. Our tenant will pay his rent promptly and will not demur.
3. "My kingdom for a horse," the good king said.
4. You will enjoy greater freedom if you do not lose your temper.
5. He had the bond printed on a new brand of patent tinsel paper to bind the bargain.
6. Every teacher must have a certificate to teach school.
7. They delivered the merchandise by truck some time ago.
8. We need more space for our business which is now good.
9. Have you ever seen an airplane crash? I have not and I do not wish to hear or see a plane crash.
10. Mr. Smedley has a place of business where he sells evergreen trees at Christmas time.
11. I can not see you before the end of December, for this is our busy season.

timid tenant promptly kingdom bargain merchandise

airplane crash evergreen Christmas season before

timid tenant promptly kingdom bargain merchandise

## Unit 5

## Hints, Helps, and Suggestions

*Abbreviations*

41. Longhand abbreviations are frequently used in shorthand. The object is to secure shorter outlines.

company department general January railroad dozen

6 or 2

42. IT IS PERMISSIBLE TO ABBREVIATE ANY LONG WORD by writing only enough to suggest the longhand.

possible position popular success magazine problem

*Expressing Negatives*

43. Negatives are expressed by simple suggestive prefixes, sometimes by an initial vowel only.

Examples:

Positive

Negative

material

immaterial

moral

immoral

necessary

unnecessary

*When Vowels Occur Together*

44. When two vowels occur together (and both are sounded) write them in their longhand order.

science via \*radio oriole violin iota idea lion

folio

area

piano

diet

riot

†cereal

†serial

create

prior

briar

friar

creation

aria

alias

(alas)

fiat

\*I is written inside of the circle O. †RL blend.

## Speed Graphs as Part of a Word

45. Speed Graphs frequently form an integral part of a longer word and must be given their Speed Graph value in transcribing.

goodness welcome willingness advertisement gladly

questionnaire advantageous \*formality greatness

46. A dot represents "thing" as a word ending. A superscript consonant may include *AR* or *ER*.

nothing anything hard harp star starve hermit pardon

47. Intersections are often used to shorten outlines.

first class way bill price list list price p.m.

board of trade cloak department (D for department)

suit department credit department per cent (a.m.)

48. *A* is understood between reverse curves.

band brand paint plant bland waster gale jail

pail bail hark lark stark lake rake rag rage

49. "Sis" and "ses" are expressed by longhand *s*.

masses vases roses leases molasses †advises rises

50. Use alphabetic *R* between two vowels.








erase arise oration error sorrow derive cabaret

\*Detached for "ality."







†Hook for ad.

## Omission of R After a Circle









51. *R* is frequently omitted after a circle but it must be supplied in the transcript to complete the word sense.

serve	verse	organ	orbit	orchard	reverse	converse
(or) 	(or) 					













52. One who is often expressed by detached *R*.

reporter	debtor	editor	dealer	manufacturer	doubter
					







53. Indistinct *T* is frequently omitted.

expect	depict	predict	product	left	lift	rift	sift
							







54. *U* may express "ure" at the end of a word.

sure	assure	leisure	pressure	pleasure	insure-ance
					
nature	measure	furniture	feature	fissure	erasure
					







55. *U* is often omitted when it is clearly understood.


conclude	conclusion	preclude	result	insult	consult
					

56. At the end of a word *S* may represent "ous," "ious," and "eous."

gorgeous	glorious	fabulous	dubious	various	notorious
					

57. Care must be taken to write *I* plainly *superscript* to add *R*.

skit	skirt	thirty	thirsty	admission	admiration
					

*C* may represent "cy" at the end of a word: fancy 

## Unit 6

1.

Letters

2.

— 4 2 0  
 3: 2 3 1 — 2 9  
 — 4 2 2 1 —  
 — 1 2 1 0 1 4 1 2  
 — 0 1 2 1 3 7  
 4 6 1 — 0 7 9 2  
 4 5 0 1 1 9 1 0  
 1 2 0 6 1 6 7  
 1 4 4 1 7

— 2 1 1 5 —  
 3: 2 — 1 1 2 0 1  
 6 1 1 0 0 0 4 1  
 4 3 0 1 0 1 0 1  
 4 2 1 2 1 1 1 1  
 1 2 — 6 1 0 1 0 1  
 — 6 7 2 0 1 1 —  
 4 3 — 0 1 1  
 7 — 1 1 1

1.

Mr. James Phillips, Sidney, Ohio

Dear Sir:

I can not say that I am in favor of your scheme. I am always against anything that means money must be raised after the work is finished. I think the money should be raised first, and then you can see what can be done with the money you have on hand.

Suppose we try to raise \$5000 so as to get the work started and then we can probably raise another \$5000 to help finish it. Yours truly,

2.

Mr. Henry Dix, Shell Lake, Maine

Dear Sir:

I have seen Mr. Saxe and he says he is far too busy to take over our work at this time. He is in favor of fixing over the factory for next season.

Earl Rix may not be too busy. Shall I see him about it so that the work may proceed without loss of time? I am anxious to have this work go forward without any further delay.

Very truly yours,

## SHORTHAND VOCABULARY BUILDING

*Memorize the shorthand outlines for the words on this page.*

The 100 most-used words in the English language are given on this page (arranged in the order of frequency). As they, with their repetitions, comprise about three-fourths of the total words ordinarily used, the shorthand outlines for the words should be committed before proceeding further.

58. the and of to \*I \*a in that you for it  
 was is will as have not with be your at  
 we on he by but my this his which dear  
 from are all me so one \*if they had has  
 very were been would she or there her an  
 when time go some any can what send out  
 them him more no about please week night  
 their other up our good say could who may  
 letter make write thing think should truly  
 now its two take thank do after than sir  
 last house just over then work day here

\*I is written above the line; a, on the line; if, below the line.



## SUGGESTIONS FOR FURTHER STUDY

1. Review lessons previously studied one at a time.
2. Study a section of the 1,000 most-used words on pages 72 to 86 of this manual.
3. Write in shorthand at least three times a page or more of the letters and articles in Lesson Six. Always READ what you write.
4. After completing the review of Lessons One to Five inclusive, study as many advance pages as you can master beginning with Lesson Seven and continuing through Lesson Ten. It is understood that you will continue Lesson Six with this advance work until it is completed.

# LESSON SIX

## Letters

1.

2.

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1.

Dear Sir:

We thank you for your quotation of May 26, but we are not now in the market for lumber. A little later, when business is a little better, we shall be glad to have you write us again. We may then be able to do business with you.

If you have any special bargains at any time we shall be glad to receive quotations with a view to making immediate purchase as we are always on the lookout for special bargain lots.

Very truly yours,

2.

Dear Mr. Jones:

We received your quotation on a lot of lumber which you wish to dispose of immediately. Your price is satisfactory and I accept your offer. You may ship via B & O to Zanesville, Ohio.

We understand this lumber is first class and we shall pay cash as soon as we have examined it so as to get the benefit of your cash discount.

Yours truly,

### May Takes a Position

May will take her new position today. Her work will be writing letters and orders. We believe she will do very well with this. May will have to get to the office early each morning. For a few mornings she may have to leave home before seven, and it is possible she may want to leave home before six so as to have everything in good order before her boss arrives.

The company has asked May to make a carbon copy of all letters and orders, and she will have to file \*duplicate copies (carbon copies) of all letters she writes. She will also have to file all letters received so that she can find them quickly when asked to do so.

All correspondence should be ready as soon as she can get it out without making mistakes. May is thrilled at the prospect of a good position. She need not fear, for she is well prepared and she will do her best.

→ r . 6

→ r t ..... 6 / 1 ..... 6 1 i e) 6  
 2 1 6 2 1 → 1 9 4 6 2 1  
 4 1 4 6 (7) 1 6 1 3 4 6 (6  
 6 1 1 1 6 (6 6 3 1 6 1) → 4 . 6  
 6 6 6 1 6 1 4 1 6 6 6 6 6 6 6 6 6 6  
 1 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6  
 6 1 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6  
 6 1 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6  
 6 1 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6

\*Duplicate ..... (.....





## May Attends Evening School

In order to broaden her knowledge of the principles of business and to advance further in her present position or to get a better position, May has decided to attend evening school. She is taking the following subjects: Office Management, Corporation Finance, and Economics.

These advanced studies will broaden her outlook and give her a working knowledge of the \*executive †functions of business administration. Although May does not expect to spend all her life in the office, she desires to get as good a position as possible while she is working.

She ‡will be able to write many business letters without dictation, compose them properly, punctuate and paragraph correctly. She may be called on to write reports of the directors' meetings, and she will certainly want to know how to use business reference books.

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 b p = 1 b 1 3 2 u d r r b e r : 9  
 p t e ) r o c x a 2 y ( p - e ) 2 0 ) r - .  
 e r t h o f r i n i e = 4 t 1 3 c - i -  
 . 9 2 p r r 1 p 1 b - u d o r x b y u  
 - ( e r t p - b h ) b e r y e o u  
 b o h e - 1 6 e 3 6 o b ( e b

\_\_\_\_\_ \*Executive \_\_\_\_\_ †Function \_\_\_\_\_ ‡Will be able \_\_\_\_\_  
 x h 4 7

*Letter*

Dear Miss Smith:

You have asked us about night school. In response to your inquiry we are inclosing a circular which gives general information about our evening school.

If there are any questions you would like to ask, please feel at perfect liberty to do so; we shall gladly answer them.

Night school is held on Monday and Thursday evening from 7 to 9 o'clock. We shall be glad to see you any time you may wish to enter. You will find it somewhat to your advantage to enter Monday, January 31, as this date is the beginning of the winter term.

Very truly yours,

*[Handwritten shorthand text, likely a transcription of the typed letter above, written in Scientific Speed Shorthand.]*

In re *to* In reply *l*

In regard *l* In response *l*







E  
 ..... 6 6 2 6 4 2 → 2 2 0  
 - 6 7 2 3 2 4 6 5 4 6 7 6 7 6  
 6 7 6 2 3 4 5 6 7 1 2 3 4 5 6 7  
 - 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20  
 6 4 6 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

F  
 6 7 6 (= 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20  
 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20  
 C 10 11 12 13 14 15 16 17 18 19 20  
 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20  
 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

E

The Brown-Buick Automobile Co., 42 Mount Royal  
 Avenue, Cincinnati, Ohio

Gentlemen: In another envelope we are sending you enough proofs of the next truck advertisement so that every truck man in your organization may have a copy. We scarcely need to emphasize the importance of keeping the organization in touch with the National Packard Advertising, as advertising means more business and more business should mean more profit to your company. Please refer to your newspaper schedule for the exact date of publication. Yours truly,

F

Northern Alabama Lumber Co., Birmingham,  
 Ala.

Gentlemen: If you are in a position to quote on the inclosed list of hard woods we shall thank you to give us your very lowest prices delivered on a Nashville, Tenn., rate of freight subject to our commission of 5% and 2% for cash.

If you do not have any of this stock on hand but are in a position to cut and ship it in three or four weeks, please write us. Yours truly,

G

..... 6 ..... 45 .....  
..... 1.4 .....  
..... 90 .....  
..... 1x .....  
.....

$\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$

Mr. Ralph H. Brooks, 45 Collins Street, Wheeling,  
W. Va.

Dear Sir: We are informed by our factory that you are in the market for a used Ford car, runabout preferred. At present we have no used cars on hand; but several of our owners are contemplating turning in their cars on a trade and I have no doubt that some one of these cars will be just what you are looking for.

When any car comes in that I think will suit you, I will telephone you. Yours truly,

H  
Virginia Supply Co., Richmond,  
Virginia

Gentlemen: We thank you for your letter of the 10th and note what you say in reference to furnishing us some stock. It will be a pleasure to send you our inquiries from time to time. At present we should be glad to have you quote us on hard wood mixed, as noted on the inclosed sheet. Please quote us also on poplar or mixed hard wood lath. Give us your best prices. Very truly yours,

I

[illegible]

**J**

[illegible]

I

The Men's Shop, 208 Third Street, Lakewood,  
New Jersey

Gentlemen: We have finally succeeded in getting the matter of George Jones's account settled in full for the sum of \$110.

The enclosed statement gives the accounting in detail, showing the amount collected, the sum advanced by you, our commission, and the court costs. Our check for \$78.15, covering the balance due you is enclosed. Sincerely yours.

**I**

The Young Women's Shoppe, 444 Third Street,  
Springfield, Ohio

Gentlemen: I have the account of Mrs. Jane Smith and have already given it my attention.

When I called Mrs. Smith on the telephone today, I found that she is working part time. She promised to commence paying the account just, as soon as she receives her first monthly salary check.

I will keep in touch with her and will try to get the payment started promptly. Yours very truly,

K

..... 10 6 110 16 2 + 6: 1 2 0 L  
 10 0 9 22 0 1 L 1 2 0 1 1  
 3 5 1 0 0 1 0 1 8 ( ) 1 2 0 1 1  
 1 0 1 1 0 1 1 1 1 1 1 1 1 1 1

L

..... 10 0 9 4 6 1 1 1 1 1 1 1 1 1 1  
 0 9 4 3 1 1 5 3 4 1 1 1 1 1 1 1 1 1  
 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1  
 1 0 1 1 0 1 1 1 1 1 1 1 1 1 1 1

K

Mr. John Brock, 110 Shady Boulevard, Portland,  
 Oregon

Dear Mr. Brock: As we have received no answer to our letter of October 22, we still do not understand why we have not received a remittance from you.

We should like to have a payment on your bill of June 18; but if for any reason you are not able to pay the bill now, we will gladly extend the time for you. A remittance by return mail will be greatly appreciated. Very truly yours,

L

Mr. James Carr, 94 Terrace Place, Dover,  
 Delaware

Dear Mr. Carr: We are returning your check, number 943, for \$15.34, which you sent in payment of the merchandise you ordered February 10.

This material was sent C.O.D., which is our practice when mail orders are not accompanied by a remittance. As C.O.D. returns have already been received, there is no charge against you on our books. Very truly yours,

M  
 ..... 21 ..... 10 ..... 10 ..... 10 .....  
 ..... 10 ..... 10 ..... 10 ..... 10 .....  
 ..... 10 ..... 10 ..... 10 ..... 10 .....  
 ..... 10 ..... 10 ..... 10 ..... 10 .....

N  
 ..... 10 ..... 10 ..... 10 ..... 10 .....  
 ..... 10 ..... 10 ..... 10 ..... 10 .....  
 ..... 10 ..... 10 ..... 10 ..... 10 .....  
 ..... 10 ..... 10 ..... 10 ..... 10 .....

M

Mrs. Mary Beaver; 21 Monmouth Street, Red Bank,  
 New Jersey

Dear Mrs. Beaver: We are very sorry that you have been inconvenienced by our error in filling your grocery order of the 10th.

Our driver will call on Thursday afternoon for the things you do not wish to keep. We shall then be able to make a proper exchange.

Please feel assured that we shall do everything to see that such an annoying mistake does not happen again.

Yours truly,

N

Mr. Fred Hiram, Farmers Exchange & Loan

Company, Battle Creek, Michigan

Dear Sir: I have at present about 20,000 acres of corn land under cultivation. All weather conditions point to a banner year.

Will you send your representative to estimate its market value? To harvest this crop I will need \$1,000. Can you advance this amount on the surety that the crop can be reserved for your purchase?

I await your favorable reply.

Yours truly,

## SHORTHAND VOCABULARY BUILDING

The shorthand outlines for the "1000 most-used words" are given below. They comprise about 96 per cent of the words most frequently used in speaking and writing. They are arranged in alphabetic order. Speed Graphs are in *italics* and should be memorized. It is recommended that they be learned by alphabetic sections as marked.

### A

*a	able	aboard	about	above	absence	accept
.						
accident	according	account	across	act	action	add
addition	address	adopt	affair	afraid	after	afternoon
again	against	age	ago	agreement	air	alike
allege	allow	almost	alone	along	already	also
always	am	among	amount	*an	and	annual
answer	any	anything	anyway	appear	application	appoint
appreciate	April	are	argument	army	around	arrange
arrangement	arrest	arrive	article	as	ask	assist
associate	association	assure	at	athletic	attempt	attend
attention	August	aunt	auto	automobile	avenue	await
away	awful					

\*A and an are represented by a dot in the base line. I is above the line, and if is a dot below the line.



## B

baby back bad ball band be bear beautiful became  
 because become bed been before beg began begin  
 beginning begun behind believe belong beside best  
 better between big bill black block blow blue  
 board boat body book born both bought box boy  
 bridge bring broke brother brought build built burn  
 business busy but buy by

## C

call came camp can cannot capture car card care  
 career carried carry case cast catch cause celebration  
 cent center century certain chain change character  
 charge check chief child children Christmas church  
 circular circumstance cities citizen city claim class  
 clean clear clerk close clothing club cold collect  
 colonies combination come comfort coming command  
 committee common company complaint complete concern  
 condition conference connection consider consideration



contain convenient convict copy cordially cost could  
 2 2 2 6 8 6 or 2  
 country course court cover crowd cut  
 2 6 6 6 6 4

## D

dark dash date daughter day dead deal dear  
 L / + / + + +  
 death debate December decide decision declare deep  
 f / / / / / /  
 degree delay department desire destroy develop  
 p / + / / / / /  
 diamond did died difference different difficulty direct  
 L / / C C C f  
 direction director disappoint discussion distinguish  
 f / / / / / /  
 distribute district divide do doctor does dollar done  
 f / / / / / /  
 don't door doubt down dozen dress driven drown  
 f / / / / / /  
 due during duty  
 L / +

## E

each earliest early east easy eat education effect effort  
 9 3 3 2 2 9 2 2  
 eight either elaborate elect election else emergency  
 1 / / / / / /  
 empire employ enclose end engage engine enjoy  
 7 / / / / / /  
 enough enter entertain entire entitle entrance escape  
 7 / / / / / /  
 especially estate estimate even evening event ever  
 2 4 2 2 2 2  
 every everything evidence examination except expect  
 9 / / / / / /  
 expense experience express extra extreme eye  
 4 6 / / / /

## F

face fact factory fail fair fall family famous far  
 farther father favor feature February feel feet  
 fell felt few field fifth fight figure file fill final  
 finally find fine finish fire firm first five fix  
 flight flower folks follow foot for foreign forenoon  
 forget form fortune forty forward found four  
 fourth free Friday friend from front full further

## G

game gave general gentlemen get getting girl give  
 glad glass go God goes gold gone good got  
 government grand grant great ground guess guest

## H

had half hand happen happy hard has hat have  
 he head hear heard heart height held help her  
 here herself high him himself his history hold  
 home honor hope horse hot hour house how  
 however human hurt husband

## I

I ice if illustrate immediate importance-important

*[Handwritten shorthand symbols for the words above]*

impossible imprison improvement in include income

*[Handwritten shorthand symbols for the words above]*

increase indeed inform information injure inside

*[Handwritten shorthand symbols for the words above]*

inspect instead intend interest into investigate

*[Handwritten shorthand symbols for the words above]*

invitation is issue it itself

*[Handwritten shorthand symbols for the words above]*

## J

jail January judge judgment July June just justice

*[Handwritten shorthand symbols for the words above]*

## K

keep kill kind knew know known

*[Handwritten shorthand symbols for the words above]*

## L

lady lake land large last late law lay lead learn

*[Handwritten shorthand symbols for the words above]*

least leave led ledge left length less lesson let

*[Handwritten shorthand symbols for the words above]*

letter liberty life light like line list little live

*[Handwritten shorthand symbols for the words above]*

local long look lose loss lost lot love low

*[Handwritten shorthand symbols for the words above]*

## M

machine madam made mail majority make man

*[Handwritten shorthand symbols for the words above]*

manner many March marriage material matter May

*[Handwritten shorthand symbols for the words above]*

may maybe mayor me mean meant measure meet

*[Handwritten shorthand symbols for the words above]*

member men mention mere might mile mind mine

*[Handwritten shorthand symbols for the words above]*

minute Miss miss Monday money month more

*[Handwritten shorthand symbols for the words above]*

morning most mother motion mountain move Mr.

Mrs. much must my

## N

name national navy near nearly necessary need

neighbor neither never new news newspaper next

nice night nine no none noon nor north not

nothing November now number

## O

object objection oblige obtain occupy o'clock October

of off offer office official often old omit on

once one only open opinion or order organization

organize other ought our out outside over own

## P

page paid pair paper part particular party pass








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





personal picture piece place plan plant play







pleasant please pleasure point police political poor

popular population position possible post pound power



practical prefer preliminary prepare present president


press pretty price primary principal principle print  












prison private probably proceed progress promise  







prompt proper property prove provide provision  















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










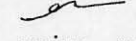








question quite quill queer  





## R

race railroad rain raise ran rapid rate rather  









reach read ready real really reason receipt receive  













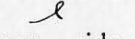

recent recommend recover red refer reference refuse  
















regard region relative relief remain remember repair  

















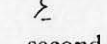













reply report represent request respectfully responsible  















rest restrain result retire return ride right ring  
















river road room round royal rule run running  









## S

said sail salary same Saturday saw say says  









scene school sea search second secretary section  








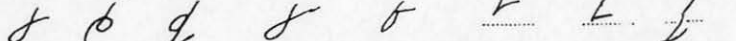
secure see seem seen select senate send sent  









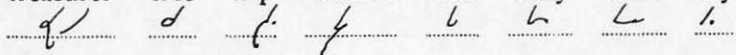
separate September serious serve service session set  









seven several shall she shed ship short should  
 show shut sick side sight since sincerely sir sister  
 sit six size slide small so soap soft sold some  
 something sometimes son song soon sorry south  
 speak special spell spend spent spring stamp stand  
 start state statement station stay steamer still stole  
 stone stood stop stopped story street struck study  
 subject success such sudden suffer suggest suit  
 summer summon Sunday supply support suppose  
 sure surprise system

## T

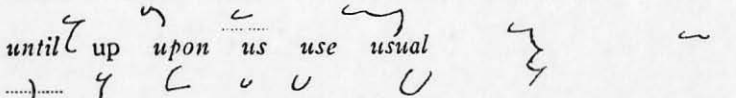
table take talk tax teach teacher tell ten tenth  
 term terrible testimony than thank that the theatre  
 their them themselves then there therefore these  
 they thing think third this those though thought  
 three through throw Thursday thus ticket time  
 tire to today together told tomorrow tonight \*too

took top total toward town track train travel  


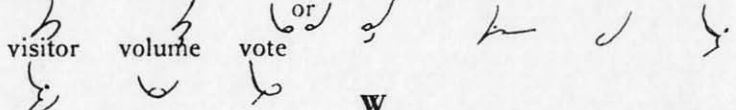
treasurer tree trip trouble true truly trust try  


Tuesday turn \*two  


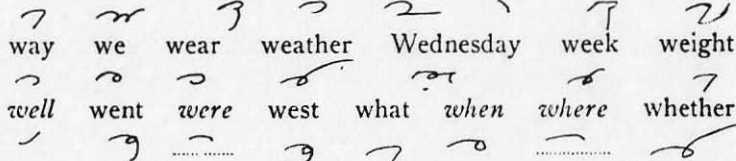
## U

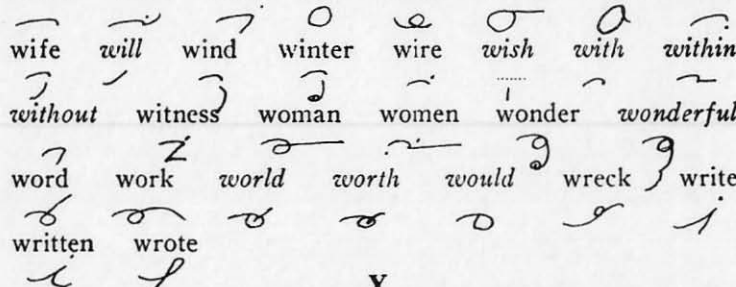
unable uncle under understand unfortunate unless  
 until up upon us use usual  


## V


vacation various very vessel victim view visit  
 visitor volume vote  



## W

wait walk want war warm was watch water  
 way we wear weather Wednesday week weight  
 well went were west what when where whether  


which while white who whole whom whose why  
 wife will wind winter wire wish with within  
 without witness woman women wonder wonderful  
 word work world worth would wreck write  
 written wrote  


## Y

yard year yes yesterday yet you young your  


\*Too and two are written in full .

**Speed Graphs Not in Foregoing List**

absent	acceptance	acknowledge	advertise	belief	beyond
body {	caller	capital	capitol	catalog	certificate
6	6	6	6	6	6
collection	confidant	confidence	confident	congress	
6	6	6	6	6	
congressional	considerable	co-operate	co-operation		
corporate	corporation	correct	correction	correspond	
6	6	6	6	6	
correspondence	credit	creditor	custom	customer	data
6	6	6	6	6	6
debt	deliver	delivery	differ	discount	educate
6	6	6	6	6	6
excel	excellent	except	exercise	favorable	fully
6	6	6	6	6	6
gentleman	given	govern	guilt	guilty	hundred
6	6	6	6	6	6
ignorance	ignorant	immediately	improve	inclose	
6	6	6	6	6	6
independence	independent	individual	influence	instance	
6	6	6	6	6	6
instant	insurance	insure	invoice	jury	knowledge
6	6	6	6	6	6
magazine	market	merchandise	mistake	mistaken	
6	6	6	6	6	6
nevertheless	opportunity	practice	privilege	probable	
6	6	6	6	6	6
problem	purchase	quality	quantity	quarter	railway
6	6	6	6	6	6
record	regret	regular	satisfaction	satisfactory	satisfy
6	6	6	6	6	6
signature	sir (ser-sur)	skill	succeed	sufficient	
6	6 or 2	6	6	6	6
suggestion	sun	surely	territory	thorough	thoroughly
6	6	6	6	6	6
thousand	throughout	till	touch	truth	typewriter
6	6	6	6	6	6
welcome					
6					



## LESSON SEVEN

### Unit 1

### Speed Groups

59. you will you are you can-not you may-not see  
 you know you would we would we could-not we are  
 we are not we will we will not we shall-not-be  
 we may-be we may go we shall go I may be-may have  
 we inclose we have we have not we have not been able  
 we wish I wish your account-is past due we do-not  
 I do not I am not able I shall go with you to the theater  
 which will which are which \*were which is which was  
 will you are you with you with which of which-this  
 to which by which to us to the to come to go-give  
 to ask to this to that do this do that to sell-buy  
 to receive to let have been (has been had been)  
 will be will not be to be to have to me to meet  
 to know to note this is-not that is-not there is-not

\*W may represent "were" in phrases.

*Letters*

Miss Lila Brown  
Columbus, Ohio

Dear Miss Brown:

(Will you) consider a position (with this) firm? (You have been) (very highly) recommended (to us) (by the) principal (of your) school. (In the past) (we have had) a number of competent assistants (from this) school, (and we have learned) that (we can) rely (on its) students (to do) excellent work.

(We are very) particular (about the) quality (of our) work (and we desire) (to employ) only persons (who have had) (first class) training (and who have) a will to succeed in their work.

If (you desire) (to consider) (this position), please call for an interview Monday, October 10, at 2 (p.m.)

Very truly yours,

(Dear Mr.) Jones:

(In reply to your letter) (regarding the) vacancy (in your office) (I shall be) (very glad) (to accept) the position.

(I am pleased) (to know) that my principal has recommended me, and (I shall do) everything in my power (to fulfill) his (and your) expectations.

Our school term here ends in about three weeks when (I shall be) ready (to go) (to work). If (in the meantime) (you need) (some one) perhaps my friend, Miss Little, could substitute (for me), as (I am anxious) (to complete) my schooling (in order) (to be) fully prepared (for this position). (I hope) this arrangement (will be) satisfactory (to you.)

Very truly yours,

## Unit 2

## Speed Groups

there is-not of which of you-r of all all - of - the  
 of this of the of that of us I can not I had not  
 I do not believe I could I would I will not and the  
 into the and you are of his as - to the it is is it  
 for the from the if you will-are is not is the  
 is this is there is his is he it will-be-have  
 for us-use-him Dear Sir Dear Mr.-Mrs.-madam  
 Dear Miss five cents - per cent - dollars - thousand  
 five thousand dollars F. O. B. five hundred - dollars  
 B & O five gallons - barrels - feet U. S. U. S. A.  
 can be can not be have you-been it has not been  
 he had-been he will be they can-not may be-have  
 million billion very well-much should be-have  
 we can and company as soon as as well as as much as  
 it will have he will have I shall not be-have this

*Letters*

Mrs. J. C. Miller  
325 South St.  
Omaha, Nebraska

Dear Mrs. Miller:

In order that we may consider properly your recent application for an account, we request you to send us the names of firms or individuals with whom you have had credit dealings. Also, please inform us regarding the business connections of Mr. Miller.

We are enclosing a stamped envelope for your convenience in replying.

Very truly yours,

Dear Madam:

We are glad to send you samples of gingham as you request and hope you will be able to make a satisfactory selection.

In placing your order we suggest you make a second choice, in case your first choice is no longer in stock.

We appreciate your inquiry and wish to serve you to your entire satisfaction.

Yours very truly,

Mr. Philip Long  
364 River Road  
Hartford, Conn.

Dear Sir:

Mr. Black, our credit manager, has referred your letter to the Employment Office. If you will call at this office some morning between ten and twelve, we shall be glad to talk with you.

Please bring this letter with you.

Very truly yours,

# LESSON EIGHT

## Unit 1

### Prefixes—Joined







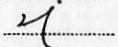




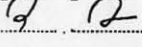














NOTE: Prefixes and suffixes are arranged in columns. The first column states the longhand prefix or suffix. The second column has the shorthand outline for them. The third column gives word illustrations.

#### Illustrative Words

60.

Prefixes	*SS					
AC, AD	Hook		account	accept	adjust	advance
AG	A	7	2	✓	2	2
AL	all	c	almost	also	although	alder
			∞	ε	o	.....
AFTER	after	7	afternoon	afterward	aftermath	
ANTA	NT		2o	7	2	
ANTE	)		antagonize	antelope	antidote	anteroom
ANTI			10i	4*	7	12
CON, COM	K		cogwheel	concept	conceit	counsel
CAN, COG	/		∞	7	7	7
COUN			complete	complete	candy	candle
CONF	KF		7	7	7	7
COMF	7		confine	confess	confide	comfit
			2	7	7	7
EM, IM	M	—	emboss	impose	import	impute
EN, IN	N	—	enable	ensign	intense	invite
			7	2	2	7
FOR,	F		forgive	forbear	forego	fortune
FORE	(or)		✓	7	✓	2
EX	X	x	expose	export	expert	expense
			7	2	2	2

\*shorthand symbols.

































SELF	Two S Curves Joined	selfsame selfish selfishness self-made	   
SUB	S (or)	subway sublime subscribe subsidy	   
SUP	SP	supply suppose support suppress-preme	   
UN	U on its side	unable uneasy unpack unknown unless	    
SES, SIS	S	roses losses sister scissors sustain	    
SUS	S	suspect suspicion suspicious Moses	   






## Unit 2








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




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










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




ATIC ETIC ITIC	K sub- script	critic dramatic phonetic erratic poetic	    
CIRC CIRCU CIRCUM	C	circle circus circuit circumstances circular circulation circumference	      
DES DIS	S (or)	despot desolate desolation desperate	   
	(or)	disguise disgrace distress dispose	   
ENTER INTER INTRO	NT	entertain entrance interpose interfere introduce interim interview enterprise	       
MULTI	MUL	multiply multitude multiple multifold	   





OVER O  overcome overtake overlook overcoat  
   







UNDER UN  undergo understand underneath  
    
 undertook underline underbrush  
  






SUPER SP  supervise supersede superman  
    
 superintend-ent superpose superfine  
  






TRANS T /  transmit transaction transmission  
    
 transit transform translate translation  
     
 transfer transport transparent-verse  
  

EXTRA XT  extra extreme exterior extraordinary  
   

EXTER  exterminate extradition extravagant  
  

MAGNA Mag  magnanimous magnet-ize magnificent  
 MAGNE      
 MAGNI 

SHORT SH  shorthand shortage shortly shorter  
   

SHIP /  shipwreck shipyard shipshape shorten  
   

## Unit 3

*Sentences to Be Read*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

*Sentences to Be Written*

1. My overcoat was stolen at the circus by an underhanded thief who circulated among the crowd so that the police could not overtake him under the circumstances.

2. He was impressed by the fact that he could not get control of the very desirable government contract.

3. I understand that the ship owners accept a subsidy from the government.

4. Will you emboss the cards for me if I get an expert to supervise your work?

5. The counsel for the defense was almost ready to antagonize the judge but he endorsed the action of the lawyer for the plaintiff instead.

6. I anticipate that I shall not be incited to exert myself in order to do this work hastily and well.

7. Do not expect an unfailing supply to unfold from this parcel unless you have put a superabundance into it.

8. The note is overdue but he overlooked payment.

9. Can you transcribe the sentences to be read in this lesson? Bring your transcription to class.

10. James will translate his Latin but he cannot transport his baggage overseas.

Employ or Engaged Agriculture Retracted



# LESSON NINE

## Unit 1

### Suffixes—Joined

#### Illustrative Words

62.

<i>Suffixes</i>	SS				
FUL, FORE	F ( or / )	joyful	awful	therefore	heretofore
MENT	M —	moment	element	experiment	lament
NESS	N —	rudeness	goodness	willingness	fastness
LESS	L or -	unless	useless	tireless	fireless wireless
SELF SELVES	Two S's joined	himself	herself	yourself	itself
		themselves	ourselves	yourselves	
CTION,	KF ( )	faction	fiction	fraction	friction
CATION	( )	diction	location	occasion	occasionally
SION TION CIAN SHALL SHIP	SH	nation	notion	motion	session potion
		musician	martial	airship	warship
		kinship	partial		credential
		steamship	petition	friendship	worship
GATION	GF ( )	legation	litigation	segregation	
		mitigation	congregation	aggregation	

## Unit 2

## Suffixes—Disjoined

63.

ACITY ICITY OSITY	S ( or )	publicity	sagacity	veracity	curiosity
		mendacity	loquacity	pugnacity	
ALITY ELITY ILITY	L /	fidelity	virility	gentility	locality
ASTIC ESTIC ISTIC	ST —	elastic	artistic	fantastic	scholastic
BILITY BARITY	B /	ability	nobility	barbarity	liability
AVITY EVITY IVITY	V /	levity	brevity	activity	cavity
		nativity			
FICATION	F /	justification	specification	fortification	
GRAM GRIM GRAPH	G /	program	pilgrim	telegraph	telegram
GRAPHY	GY /	geography	biography	stenography	
HOOD	OO O	manhood	boyhood	womanhood	
WARD	D /	eastward	forward	onward	upward
ICAL ICLE	K /	radical	logical	comical	article
		mythical			
		particle	physical	metaphysical	fanatical

OLOGY	O 0	apology	biology	analogy	geology
ALOGY	A 1	to	fo	4	ro
CIENT	F /	patient	impatient	efficient	proficient
TIENT		f	z	z	z
ULATE	UL ✓	formulate	emulate	regulate	stimulate
		u	ou	eu	iu
MENTAL	M —	supplemental	ornamental	fundamental	
		o—	oz	y—	
		detrimental	experimental		
		t—	6—		
		temperamental	y—		
INGTON	TN C	Lexington	Flemington	Arlington	
		xc	zc	/C	
ARITY	R /	charity	clarity	parity	verity
ERITY		1/	cl	1/	1/
ORITY		authority	priority		minority
		2/	1/		—/
ANITY	N —	vanity	sanity	serenity	divinity
ENITY		1	2	2	C
INITY		1	2	2	u
AMITY	M T	calamity	extremity	dimity	femininity
EMITY		2→	1→	1→	2—
IMITY					
OLOGICAL	OJ 6	theological	psychological	physiological	
		3o	4o	5o	
		technology	geological	biological	
		to	fo	fo	

## Unit 3

*Sentences to Be Read*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

*Sentences to Be Written*

1. His readings and writings were enjoyable.
2. An \*icicle can not be mended.
3. Washington and Wellington were noted and noble men.
4. I took a teaspoonful of the medicine when I was lamed; therefore, I know the directions were readable.
5. My vacation will be possible only if I give diligent application to my duties during the next few months.
6. Did you study theology, psychology, or physiology?
7. Can you sing the doxology from memory?
8. His loquacity and mendacity led to much curiosity and publicity.
9. Will you go by steamship or airship?
10. Will you give me the specifications for the fortification?
11. He will formulate a program and telegraph it to his company which will compliment him for being efficient.
12. He had a cavity in his tooth.
13. I have a notion to use the lotion if you think there is sufficient justification.
14. His levity and brevity revealed his nativity.
15. This young lady has great ability in stenography.

\*Icicle Ċ

## Unit 4

Suggested Review of Prefixes and Suffixes  
With Further Practice on Words Below

64.

accompany *o* or *3*adhere *z*.....agnostic *z*.....alderman *f*.....afterglow *lo*.....antimony *l*.....cognovit *re*.....cancer *ro*contrary *h*countersign *h*conference *re*comforter *ro*emanate *o*.....impart *h*encircle *o*incarnate *o*forage *✓*foretell *l*excite *g*self-reliance *o*.....suborn *o*supplant *3*.....unaware *o*sesame *so*sister-in-law *ro*suspend *h*circumflex *o*destination *g*disagree *ro*.....entrust *l*.....multigraph *o*overrule *o*underwrite *o*superabundant *o*transcend *o*extract *h*.....carefulness *l*.....doleful *o*armament *o*gladness *o*guileless *o*fractional *o*rotation *h*rapacity *o*

personality *pl*bombastic *br*possibility *ps*declivity *cl*classification *cl*diagraph *di*photography *ph*childhood *ch*backward *br*technical *tl*theology *th*ancient *an*postulate *pt*complemental *co*Farmington *fr*priority *pr*insanity *in*typography *ty*sociology *so*generality *ge*

1. He has a strong personality. Can you define personality?  
Is there a possibility of doing so?

2. There are many priorities during war times.

3. This young man majored in sociology during his college career.

4. Did you ever read ancient theology?

5. He has a bombastic disposition.

6. His reading is complemental to his studies.

7. There is no justification for a modification of our present plans.

8. This young lady had her photograph taken and then made a record on the phonograph to illustrate clearly the sound of the diagraph.

9. Can you describe the topography of Brazil?

10. Some sections of the country are very backward.

11. His vanity dates from childhood.

12. What is his draft classification?

# LESSON TEN

## Days, Months, States, Cities

### Days

65. Sunday Monday Tuesday Wednesday Thursday Friday  
 2      ~      4      ~      ~      (or)  
                          Saturday  
                          5

### Special Days

Good Friday    Easter    Fourth of July    Labor Day  
 ~      ~      4/7      7/1  
                          Thanksgiving    Christmas  
                          ~      4

### Months

66. January February March April May June July August  
 ~      ~      ~      ~      ~      ~      ~  
 September October November December  
 ~      ~      ~      ~

### States (Abbreviations)

67. Ala.    Ariz.    Ark.    Calif.    Colo.    Conn.    Del.    D.C.  
 ~      ~      ~      ~      ~      ~      ~      ~  
 Fla.    Ga.    Ida.    Ill.    Ind.    Ia.    Kans.    Ky.    La.    Maine    Md.  
 ~      ~      ~      ~      ~      ~      ~      ~      ~      ~  
 Mass.    Mich.    Minn.    Miss.    Mo.    Mont.    Nebr.    Nev.  
 ~      ~      ~      ~      ~      ~      ~      ~  
 N.H.    N.J.    N.M.    N.Y.    N.C.    N.Dak.    O.    Ore.    Pa.  
 ~      ~      ~      ~      ~      ~      ~      ~      ~  
 R.I.    S.C.    S.Dak.    Tenn.    Tex.    Ut.    Vt.    Va.    Wis.    Wyo.  
 ~      ~      ~      ~      ~      ~      ~      ~      ~

**Principal Cities of the United States**

Akron	Albany	Allentown	Atlanta	Baltimore	Bayonne
<i>z</i>	<i>l</i>	<i>z</i>	<i>f</i>	<i>l</i>	<i>z</i>
Birmingham	Boston	Bridgeport	Buffalo	Cambridge	
<i>/=</i>	<i>6</i>	<i>z</i>	<i>h</i>	<i>z</i>	
Camden	Canton	Chicago	Cincinnati	Cleveland	Columbus
<i>z</i>	<i>z</i>	<i>z</i>	<i>z</i>	<i>or</i>	<i>z</i>
Dallas	Dayton	Denver	Des Moines	Detroit	Duluth
<i>h</i>	<i>l</i>	<i>h</i>	<i>l</i>	<i>h</i>	<i>h</i>
Elizabeth	El Paso	Erie	Evansville	Fall River	Flint
<i>z</i>	<i>z</i>	<i>z</i>	<i>or</i>	<i>z</i>	<i>z</i>
Fort Wayne	Fort Worth	Grand Rapids	Harrisburg		
<i>h</i>	<i>z</i>	<i>z</i>	<i>z</i>		
Hartford	Houston	Indianapolis	Jacksonville	Jersey City	
<i>z</i>	<i>z</i>	<i>z</i>	<i>z</i>	<i>z</i>	
Kansas City	Knoxville	Lawrence	Los Angeles	Louisville	
<i>z</i>	<i>z</i>	<i>z</i>	<i>z</i>	<i>z</i>	
Lowell	Lynn	Manchester	Memphis	Milwaukee	Minneapolis
<i>z</i>	<i>z</i>	<i>z</i>	<i>z</i>	<i>z</i>	<i>z</i>
Nashville	Newark	New Bedford	New Haven	New Orleans	
<i>z</i>	<i>z</i>	<i>z</i>	<i>z</i>	<i>z</i>	
New York	Norfolk	Oakland	Oklahoma City	Omaha	Paterson
<i>z</i>	<i>z</i>	<i>z</i>	<i>z</i>	<i>z</i>	<i>z</i>
Peoria	Philadelphia	Pittsburgh	Portland	Providence	
<i>z</i>	<i>z</i>	<i>z</i>	<i>z</i>	<i>z</i>	
Reading	Richmond	Rochester	St. Joseph	St. Louis	
<i>z</i>	<i>z</i>	<i>z</i>	<i>z</i>	<i>z</i>	
St. Paul	Salt Lake City	San Antonio	San Diego		
<i>z</i>	<i>z</i>	<i>z</i>	<i>z</i>		
San Francisco	Savannah	Schenectady	Scranton	Seattle	
<i>z</i>	<i>z</i>	<i>z</i>	<i>z</i>	<i>z</i>	



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Syracuse    Tacoma    Toledo    Trenton    Troy    Tulsa    Utica

Washington    Waterbury    Wichita    Wilkes-Barre    Wilmington

Worcester    Yonkers    Youngstown

### Canadian Provinces and Cities

Prince Edward Island    Nova Scotia    New Brunswick    Quebec

Ontario    Manitoba    Saskatchewan    Alberta    British Columbia

Yukon    N. W. Territory    Brantford    Newfoundland    Calgary

Edmonton    Hamilton    London    Montreal    Ottawa    Peterborough

Regina    St. John    Saskatoon    Toronto    Vancouver    Victoria

Windsor    Winnipeg    St. Johns    Grand Manan Island

### Continents

North America    South America    Europe    Asia    Africa

Australia

## Travel Article

Mr. and Mrs. James White left their home in Albany, New York, Saturday morning, June 7, for a tour through the Southern states of Virginia, North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, and Louisiana. They traveled by boat from Albany to New York City, where they boarded a train for Washington, D. C.

At Washington they took the Southern railway for Miami, Florida, although they made short stops in Richmond, Virginia; and Raleigh, North Carolina. They would have liked to visit Wilmington, N. C., and Charleston, S. C.; but their schedule did not permit them to do so.

On their way to Los Angeles, California, they may fly from Miami to Atlanta, and from there to New Orleans. From New Orleans they will probably fly to Albuquerque, N. M., and then on to Los Angeles.

They will want to visit Pasadena and other interesting cities in Southern California.

Perhaps they will take a Southern Pacific train to San Francisco and Oakland. They will visit the Golden Gate Park while in San Francisco—perhaps on Monday, Tuesday, Wednesday, and Thursday for there is much to see in the Bay Cities. They will then go to Sacramento; Portland; Oregon; and Seattle, Washington.


From Seattle they will take the Northern Pacific to Spokane, and then drop down to Boise, Idaho.

On their return trip they will pass through Helena, Montana; St. Paul and Minneapolis, Minnesota; Milwaukee, Wisconsin; Chicago, Illinois; Indianapolis, Indiana; and Columbus, Ohio. And they may stop off in Buffalo, Rochester, and Syracuse, New York, on the latter part of the long journey.

Another interesting trip would be through the New England States of Massachusetts, with a visit at Boston, through Maine stopping at Portland and Augusta. At Eastport, Maine, they might take a boat over to Grand Manan Island, which is in the Bay of Fundy.

There are many interesting places in Vermont, New Hampshire, and Connecticut also.

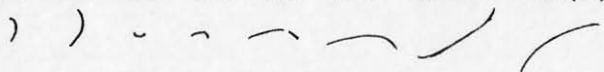
**Form Blends—Original**

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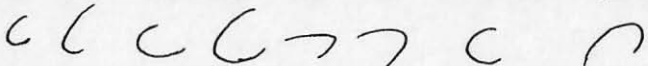
**Special S Blends—Original**

ST SM SH SN SW SK SP  



**Form Blends—Relative****Curves**

NT ND LT LY RY RK LR-RL TH(E)R  


**Semi-loops**

TN DN TM DM MT MD DF-DV-TF JENT  


**Straight Lines**

MEN-MEM-NEM TED-DET-DED LD RD MP  


**Place Blends—Relative****Superscript to Add R**

TR DR PR BR KR GR FR CR  
 / / ( ( / / (or) (or)

---

**Blends Written Superscript to Add R**

STR SKR THR SPR SHR NTR  
 — — (or) — — )

---

**Subscript to Add L**

PL BL KL GL FL SL CL  
 ( ( / / (or) (or) (or)

---

**Straight Lines Subscript to Add EL**

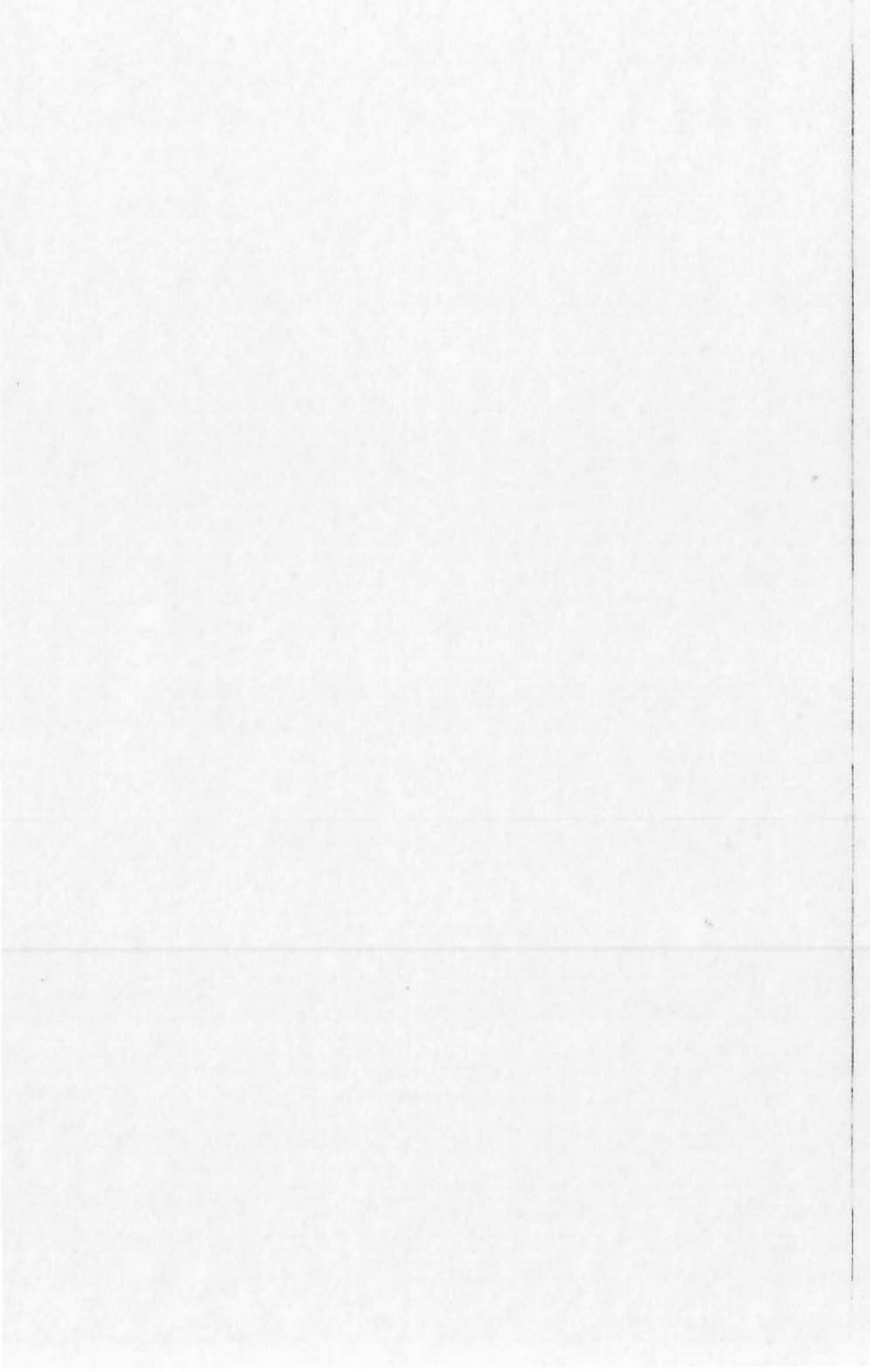
TEL DEL SHEL SWEL  
 — — — —

**Two Blends Subscript to Add L**

DFL SPL  
 — —

**Two Curves Subscript to Add EL**

VEL REL  
 — —



## KEY TO EXERCISES

## LESSON ONE

## Unit Six

## (Page 11) Sentences to Be Read and Practiced

- (a) Don will row on the high tide. Will you row on the high tide with me?
- (b) I will meet the hero here in a moment. Will you meet the hero?
- (c) Helen will meet me in the hotel. I will meet Helen in the hotel.
- (d) Ellen will need the needle. Will you need a needle? I shall need a needle.

## (Page 12) Sentences to Be Written

(a) . . . . . s . e \

(b) e . . . . . r i d . . . . . \

(c) d r p r y e \

(d) r . . . . . r o g o g \

(e) s i l . . . . . l l . . . . . e d . . . . . \

## SUGGESTION TO STUDENTS

Write each of the above sentences three times in shorthand and read every sentence each time you write it. Practice several times any outlines that give you trouble.

Do this with the following lessons also.

## LESSON TWO

## Unit Five

## (Page 19) Sentences to Be Read and Practiced

- (a) The dime is mine. Can you use the dime if I give it to you?  
 (b) Please give me a clean plate to put the good bread on.  
 (c) Will you wait till I bake the bread? It will be good bread.  
 (d) The little lad has had his bread and milk and will now lie down.  
 (e) The good judge will give the jury a special charge.  
 (f) Do you hear the hum of the lute? I like to hear the hum of the lute on a clear night.  
 (g) Are you going to take Helen home in the car?

## (Pages 20-21) Sentences to Be Written

- (a) P-1, -1, P-1, V-1,  
 (b) r-p, b, r, -1, s, s, -1,  
 (c) s, ..... r, -1, i, ..... m,  
 (d) r, r, r, s, y, s, -1,  
 (e) s, b, r, -1, ..... s, -1,  
 (f) j, ..... b, r, -1, m,  
 (g) L, s, r, r, r, r, -1,  
 (h) b, ..... s, ..... i, ..... -1,  
 (i) s, r, r, r, L, L, ..... s, -1,  
 (j) s, s, L, s, ..... b, -1,

## LESSON THREE

## Unit Five

## (Page 30) Sentences to Be Read and Practiced

- (a) He will take his fiddle and play a lively tune for us.  
 (b) She will go to the creek with him to fish but she will not fib about the fish she catches.  
 (c) I will write you a letter and I shall expect to hear from you soon.  
 (d) Did you sell a sea shell or did you catch a fish by the gill?  
 (e) We have a rag rug on the floor behind the door.

## (Pages 31-32) Sentences to Be Written

- (a)
- (b)
- (c)
- (d)
- (e)
- (f)
- (g)
- (h)
- (i)
- (j)



## LESSON FOUR

## Unit Five

**(Pages 44-45) Sentences to Be Read and Practiced**

- (a) What will be their rank in the cast?
- (b) Where are the men who were on duty?
- (c) The dance which will be held on Thursday night will stop at 12 o'clock.
- (d) I think our visitors will remain the rest of this month.
- (e) When and where will you stock the stream with fish?
- (f) Where were you while the whale was in sight?
- (g) Do you remember the quota of money we had to raise?
- (h) The water will quench his thirst, and if there is enough of it, it will also quench the fire.
- (i) We would thank you to do immediately the thing I spoke to you about.
- (j) Can you skate? I will go to the rink with you and try.

**(Pages 46-47) Sentences to Be Written**

- (a)
- (b)
- (c)
- (d)
- (e)
- (f)
- (g)
- (h)
- (i)
- (j)

## LESSON FIVE

## Unit Four

## (Page 52) Sentences to Be Read and Practiced

1. We shall not deface the edifice nor the temple.
2. We must pass through a dense woods to get to the tennis grounds.
3. Did you say notion or motion? knave or native? map or mop?
4. I said bent not bend, sent not send, lent not lend, rent not rend, went not wend.
5. Can you find the tennis racket for me? I shall find it on the tennis grounds in the tenth round.
6. Will you get Smith & Co. to deliver the merchandise to us tomorrow?
7. They delivered the merchandise some time ago; it is now in the store ready for sale.
8. What kind of merchandise did they deliver today?

## Sentences to Be Written

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.

## LESSON SEVEN (Page 83) Letters

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

(Page 85) Letters

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

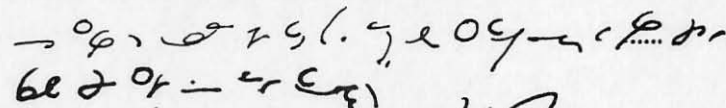
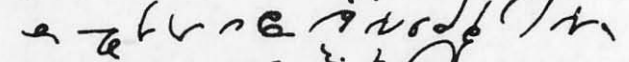
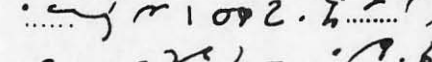
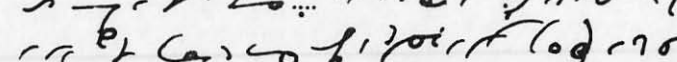
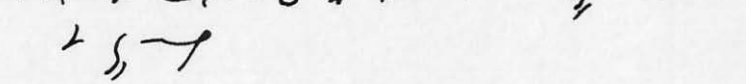
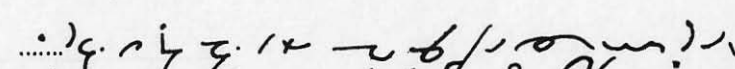
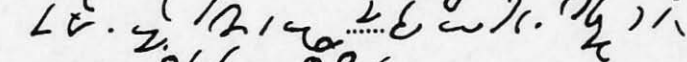
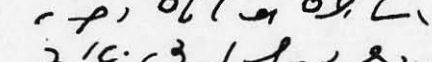
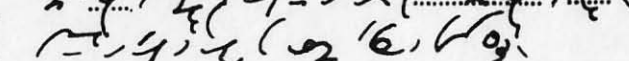
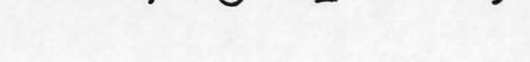
## LESSON EIGHT

## Unit Three

## (Page 89) Sentences to Be Read and Practiced

1. We wish to employ several men to distribute the circulars.
2. We charge interest on accounts of more than \$300 which are more than sixty days past due.
3. Our office manager is planning to introduce some new methods which should make our work more efficient.
4. Our agent received instruction from the home office to retract his statement about interfering.
5. He took great interest in his interview with the chairman of the appointment committee.
6. We were highly entertained by the expert opinions of the distinguished scientist.
7. These men are engaged in manufacturing. Those men are interested in agriculture.

## Sentences to Be Written

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 



## LESSON NINE (continued)

- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

## (Page 95) Review Sentences

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.



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